



NUR ASIAH

M U S T A F A

**SENIOR EXECUTIVE,
SALES & CREDIT
ADMIN**

PERSONAL DETAILS

Age

32 years old

D.O.B

3rd January 1992

Marital Status

Married

No. of Children:

1

Nationality

Malaysian

Driving License

B2,D

Willing to Travel

Yes

CONTACT

Contact Number

011- 33000513

Email

asiahmustafa92@gmail.com

Address

29-16, Kondominium Kiara Kasih
No.25, Jalan Duta Kiara Segambut,
51200, Kuala Lumpur

ABOUT ME

Experienced in Sales Admin and Credit Admin as well as in planning industry. A self-motivated, organized and efficient person. Able to work independently with the ability to adapt in new environment and communicate effectively at all levels.

EDUCATIONAL BACKGROUND

Sep 2012-Aug 2016

Bachelor of Urban And Regional Planning

International Islamic University Malaysia

Cumulative GPA: 3.217

May 2010- June 2012

Foundation Programme

International Islamic University Malaysia Foundation Centre

Cumulative GPA: 3.056

2009

SPM

Sekolah Menengah Kebangsaan Agama Baling

SPM: 7A's 1B

EMPLOYMENT HISTORY

Senior Executive Sales Admin & Project cum PA to GM

Dimensi Jayamas Sdn. Bhd.

January 2024 - Recent

- To procure all the relevant Authorities approvals
- Follow up with authorities and external technical agencies on the compliances till approval are obtained.
- Letter writing on appeals/waivers during compliance till approval are obtained
- DL & AP application, compliance till approvals are obtained
- Appeal on the HDA deposit and other AP related matters (if required)
- Report submission Yearly (7e Financial Report) & Quarterly (7f Site Progress) and HDA maintenance
- Coordinate the flow of ERP after sales process.
- Generation of billing, Credit Note, Differential Sum Letter, Letter Undertaking & Confirmation to lawyer)"and issuance of Billing based on Architect Certificate once EF obtained
- To coordinate with Credit Control department for billing issuance, differential sum letter, Letter Undertaking & Confirmations from ERP system once EF approved.
- To organize GM appointments & schedules including coordinating interdepartmental related matters

LANGUAGE

- Malay
- English

COMPUTER PROFICIENCY

- IFCA pPlus & IFCA.net
- MHUB
- Profix Apps
- ERP System
- Microsoft Office
- AutoCAD
- Photoshop

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EMPLOYMENT HISTORY

Executive Sales & Credit Admin **Khoo Soon Lee Realty Sdn Bhd** **August 2022 – December 2023**

- Handle few projects which includes landed property, high-rise property as well as commercial property;
- To update daily and weekly sales report based on the daily reported sales;
- Follow-up with purchasers for loan approval status and to complete loan documentation;
- To instruct lawyer prepare the SPA, LA, MOT and other documentations;
- To ensure all data in IFCA system is accurate and up to date;
- Send reminders, final reminders, interest advice and termination letters;
- To generate progressive billing and re-notice billing timely and to ensure the progressive billings are sent out to the respective purchasers and end-financiers in a timely manner;
- To keep track and follow up progressive payment with the purchasers, end-financiers and solicitors timely to avoid any late payment;
- Handling files from sales concluded to handing over vacant possession (keys collection);
- Ensure all misc. billings are billed direct to purchaser during the vacant possession, quit rent, assessment, water, electricity deposit & etc;
- Handle Memorandum of Transfer (MOT) execution and strata title matter once title issued;
- To handle rental matters;
- To prepare monthly maintenances fee & sinking fund charges to be paid to management office;
- To ensure the assessment changed to buyers name.
- To attend to purchasers inquiries, walk-in and telephone calls.

EMPLOYMENT HISTORY

Executive Sales Admin **Aspen Group** **Nov 2019 – August 2022**

- To update daily and weekly sales report based on the daily reported sales;
- To check the documentations submitted by sales consultant;
- To ensure the purchaser's details are correct in MHUB system;
- To instruct lawyer prepare the SPA and other documentations;
- To follow up purchaser's loan application status;
- Once loan approved, give instruction to lawyer to schedule signing appointment for SPA and LA;
- To check and update purchaser's details in IFCA.net;

REFERENCES

Nor Syakerah Halim
Assistant Project Manager,
Legenda Properties Berhad

Contact No.:
017-4697446

Address:
Level 4, No. 131 Persiaran PM 2/1,
Pusat Bandar Seri Manjung,
Seksyen 2,
32040 Manjung, Perak

Siti Sakina binti Sheik Jamaluddin
General Manager,
Dimensi Jayamas Sdn.Bhd

Contact No.:
012-4707081

Address:
Dimensi Jayamas Sdn. Bhd,
Unit 603, Block B, Pusat Dagangan
Phileo Damansara 1,
No.9 Jalan 16/11, Off Jalan
Damansara, 46350 Petaling Jaya,
Selangor.

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EMPLOYMENT HISTORY

- To check SPA and other documentations prepared by lawyer;
- To do 1st 10 percent billing, issue receipt and credit note (depends on the package);
- To do cancellation if purchaser want to cancel purchase.

EMPLOYMENT HISTORY

Assistant Branch Manager
99 Speed Mart Sdn.Bhd.
March 2019 – Nov 2019

- Manage and complete daily store operation jobs
- Market merchandising by studying promotion, pricing, product display, stock control and stock manage.
- Achieve sales target
- Maintain store staffs by recruiting, selecting, training and motivating
- Resolve customer problems

EMPLOYMENT HISTORY

FULL TIME RESEARCH ASSISTANT
IIUM August 2016 – Nov 2018

- Assist the Project Leader
- Attend conference and forum related to the project

PART TIME PROJECT COORDINATOR
SUK Selangor & University of Selangor (UNISEL)
Sep 2016 – Nov 2016

- Prepare *Pelan Strategik Teknologi Maklumat Report* (PSTM 2016-2020)
- Conduct PSTM Workshop involving all local authorities

INDUSTRIAL TRAINEE DEPARTMENT OF TOWN PLANNING
Majlis Bandaraya Alor Setar (MBAS) | June 2015 – Aug 2015

- Learning on the plan submission at OSC

AUTHORITY ENGAGEMENT

Selangor

- Majlis Perbandaran Kuala Selangor (MPKS)
- Pejabat Tanah dan Daerah Kuala Selangor
- Lembaga Perumahan dan Hartanah Selangor (LPHS)