

NURUL JANNAH BINTI ZAILIZAN

nrljannahz@gmail.com

Sungai Petani, Kedah, Malaysia (+6013-2924609)

Age: 30 years old

Status: Married

SALES EXECUTIVE

Results-driven sales with 3 years experience in driving revenue growth, building strong customer relationships, and developing high performing sales team. Seeking any related position that will utilize my diverse experience to positively impact company profitability.

PROFESSIONAL EXPERIENCE

Oct 2022 - Oct 2023 (Bank Islam Malaysia Berhad)

Sales Executive

- Plan and conduct marketing campaigns and activities to promote bank products.
- Actively involve in cross selling products to ensure optimal customer reach.
- Carry out sales visit where necessary and ensure early engagement with new customers.
- Process application forms from customers and submit to the relevant operating line.
- Empanelment with new developer for Housing Financing products.
- Engage with real estate agency to develop good
- Consistently seeking out new sales opportunity through telemarketing, networking and social media.
- Maintains all information about customers accurately and timely in the sales data report.

Oct 2021 - Oct 2022 (DF Realty sdn bhd)

Real Estate Negotiator

- Arrange meetings with potential customers.
- Provide guidance and help buyers in buying their first home at the right price under the best terms.
- Determine the customer's financial needs and abilities to propose a solution that suits them.
- Manage and revise listings of properties available to new or existing clients
- Provide necessary documents for booking purpose
- Develop network and work with lawyers, bankers and developers on project terms.
- Create advertisements campaign through social media page.
- Create and distribute promotional materials.
- Oversee and schedule visit show unit and open house events.
- Guide buyers through the property purchase process from booking to signing the agreement.
- Cooperate with panel banker in collecting necessary documents for scoring check.
- Actively seek new sales opportunities through cold calling, networking and social media

November 2020 - July 2021 (Pearl House Design sdn bhd)

Sales and Marketing (Freelance)

- Actively join on behalf of the company in home exhibitions or conferences.
- Plan and deliver appropriate presentations about project marketing budget.
- Evaluate and sustain customer satisfaction
- Assist the team in producing marketing strategies.
- Helping the team during the event of handing over the keys to the customer.
- Identify the market trends in order to improve the sales financial goals.

August 2019 - September 2020 (LF Mercu sdn bhd)

Administrative cum customer service

- Assisting inbound and outbound call from supplier and hospital
- Helping the supplier by getting information from hospital
- Responsible for all administrative task (filling, documentation, data entry)
- Make Sales Order, Delivery Order, Payment Order and invoice using MYOB system.
- Assist account department by follow up payment from hospital and invoice from supplier.
- Update daily sales tracking from system
- Liaise with ministry of health regarding tender/contract item.
- Assist in the achievement of company objectives and KPIs
- Order stock from suppliers to meet customer demand and maintain service levels.
- Resolved an issue where stock was not arriving exactly as it should have been
- Assisting head of department to prepared daily report.
- Develop presentations, reports and analysis.
- Responsible for preparing annual reports to be audited with the ministry of health.
- Involved in monthly meetings with health facilities in Malaysia.
- Process order confirmations from healthcare facilities quickly and effectively, liaising with other departments as necessary

April 2019-July 2019 (Armour security system sdn bhd)

Planner

- Supervise damaged ATM machines in Klang Valley to be reported
- Planning for ATM & CDM cash management.
- Monitor the movement of money in each ATM & CDM machine.
- Helping the team leader for the preparation of "duit raya".
- Arrange staff scheduling plans for cash in transit from bank facilities.
- Perform other duties as assigned by the team manager.
- Oversee and update every ATM & CDM machine signal.

September 2018 - March 2019 (JH Home Appliances sdn bhd)

E-commerce administrator

- Manage E-commerce orders, from receiving to delivery level and orders related issues
- Organized and optimize daily sales and product availability in each platform
- Adjust the product listing, proposed promotion, Update the description of the product for all online platforms.
- Continuously improve products display, product mix and recommendations on the site
- Follow up on platform customer service inquiries in line with brand principles.
- Develop and implement promotion plans in coordination with company direction
- Assist in quality inspection of products before delivery to customers.
- Participate in the weekly home expo event in Klang Valley.

EDUCATION BACKGROUND

September 2019 - April 2021 (International Islamic University Malaysia)

Master of Business Administration

March 2016 - March 2018 (Federation University Australia-Malaysia)

Bachelor of Business (Entrepreneurship)

May 2012 - May 2015 (International Islamic College)

Diploma in Business Administration

LEADERSHIP SKILLS & ACHIEVEMENTS

2021 Volunteer as non-medical staff at Pusat Pemberian Vaksin

2017 Volunteer assistant organizer for standard chartered marathon

2017 Vice President of Wataniah Club

2017 Kursus Asas Perajurit Muda (Wataniah)

2017 Platoon leader for the annual camp with the regiment of 515 Askar Wataniah

2014 Head of the sports week program with the Ministry of Youth and Sports

2013 Head of the business school jamboree week program

SKILLS

- Good written and verbal communication in Malay and English language
- Knowledge in administrative procedures and rules.
- Self ability restructure all job tasks independently through experience and task.

Software set skills : Microsoft Office, Google Docs, Prezi, Canva, Adobe