

## **RESUME**

### **Personal Detail**

Name : Intan Diana Mohd Saad  
NRIC : 770405-07-6080  
Telephone : 018-3687644  
Email : diana\_6777@yahoo.com  
Address : No. 21 Kampung Hj Din  
Sungai Layar  
Sungai Petani, Kedah  
DOB : 05/04/1977  
Age : 47yrs  
Sex : Female  
Race : Malay  
Religion : Islam  
Marital Status : Married  
Citizenship : Malaysian

### **Educational Background**

Sijil Pelajaran Malaysia (SPM)

### **Working experience**

- 1) Kejora Harta Berhad (1995 – 2000)
- 2) Ideal Healthcare Sdn.Bhd. (2001 – 2005)
- 3) Unimed Healthcare (M) Sdn Bhd (2005 - 2007)
- 4) Mediline Resources M Sdn Bhd (2007 –2015)
- 5) Alif Pertama Sdn Bhd (2015 – 2018)
- 6) GG Healthcare Sdn Bhd (2018 – 2023)
- 7) Respack Medicare Sdn Bhd (2023 – Until Now)

## **RESPACK MEDICARE SDN.BHD.**

*BUSINESS DEVELOPMENT EXECUTIVE – PERLIS, KEDAH, PENANG, PERAK, KELANTAN, TEREANGANU (2023 – UNTIL NOW )*

### Job Responsibilities:

- Serves customers by selling products and meeting customer needs (Hospital Government, Pejabat Kesihatan Daerah, Pejabat Kesihatan Pergigian Daerah, Jabatan Kebajikan Masyarakat and others Government Sector)
- Services existing accounts, obtain orders and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management / superior informed by submitting activity and results reports, such as daily reports, weekly work plans and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules and merchandising techniques.
- Recommends changes in products, service and policy by evaluating results and competitive developments.
- Resolves customer complaints by investigating problems, developing solutions, preparing reports and making recommendations to management.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.

- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.

## **GG HEALTHCARE SDN.BHD.**

*MARKETING EXECUTIVE (MEDICAL REPRESENTATIVE) – PERLIS, KEDAH, PENANG, PERAK, (2018 – 2023 )*

### Job Responsibilities:

- Serves customers by selling products and meeting customer needs (Hospital Government, Pejabat Kesihatan Daerah, Pejabat Kesihatan Pergigian Daerah, Private Hospital, Jabatan Kebajikan Masyarakat, CCRC, Penjara, Pusat Koreksional, Sekolah Tunas Bakti, IPK and Government Sector)
- Services existing accounts, obtain orders and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management / superior informed by submitting activity and results reports, such as daily reports, weekly work plans and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules and merchandising techniques.
- Recommends changes in products, service and policy by evaluating results and competitive developments.

- Resolves customer complaints by investigating problems, developing solutions, preparing reports and making recommendations to management.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.

### **ALIF PERTAMA SDN BHD**

*SALES MARKETING EXECUTIVE – MELAKA, N.SEMBILAN, SELANGOR, KUALA LUMPUR, PUTRAJAYA, PERAK (2015 – 2018)*

- To achieve and exceed sales loan target
- To promote Company product and services to Army
- To expand database of potention user and to increase sales
- Respond to sales enquiries from new and existing customers
- Attending sales activities,road shows/promotional activities /events for Army
- Handle the sales process and documentation effectively  
Any others duties as assigned

### **MEDILINE RESOURCES (M) SDN.BHD.**

*SALES MARKETING MANAGER (MEDICAL REPRESENTATIVE)– PENINSULAR MALAYSIA (2007 – 2015)*

- To achieve and exceed sales target
- To promote Company product and services to hospital
- To expand database of potention users and to increase sales
- Respond to sales enquiries from new and existing customers
- Attending sales activities, road shows/new product launches/exhibition/promotional activities/events
- Handle the sales process and documentation effectively  
Any others duties as assigned

*SALES ORDER PROCESSING*

- Quotation
- Sales order
- Delivery order
- Invoice
- Cash sales
- Debit note
- Credit note

### **UNIMED HEALTHCARE SDN.BHD.**

*SALES REPRESENTATIVE / EXECUTIVE – PERLIS, KEDAH, PENANG, PERAK (2005 – 2007)*

- To achieve and exceed sales target
- To promote Company product and services to hospital
- To expand database of potential users and to increase sales
- Respond to sales enquiries from new and existing customers
- Attending sales activities, road shows/new product launches/exhibition/promotional activities/events
- Handle the sales process and documentation effectively  
Any others duties as assigned

#### *SALES ORDER PROCESSING*

- Quotation
- Sales order
- Delivery order
- Invoice
- Cash sales
- Debit note
- Credit note

### **IDEAL HEALTHCARE SDN.BHD.**

*PURCHASING ASS (2001-2005)*

- Prepare purchase order
- Stock received
- Purchase return
- Prepare price list / product list
- Update selling price / purchase price

#### *ORDER PROCESSING*

- Quotation
- Sales order

- Delivery order
- Invoice
- Cash sales
- Debit note
- Credit note

### *PLANNING*

- Stock item
- Month to date item status
- Update stock card
- General report
- Sales report
- Purchase report
- Gross profit report
- Stock control report
- Reorder report
- Opening Balance
- Add item
- Major / Minor Inventory
- Typing
- Filing

## **KEJORA HARTA BHD**

### *SALES EXECUTIVE (1995-2000)*

- To achieve and exceed sales target
  - To promote Company properties and services
  - To expand database of potential buyers and to increase sales
  - Respond to sales enquiries from new and existing customers
  - Attending sales activities, road shows/sales launches/exhibition/promotional activities/events
  - Handle the sales process and documentation effectively
- Any others duties as assigned

### **Health**

Excellent

- References** :
- i) Mohd Asyakin Bin Mohd Noor  
Jurutera  
Majlis Daerah Yan  
019-5420493