



**ASMAHANI BINTI MUHAMAD LIMUN**  
(NRIC NO.: 850106-02-5486)

#### Personal Particular

Address : 523, Jalan Bukit Putri 1/5D, Bandar Putri Jaya, 08000 Sg Petani, Kedah  
Mobile Num : 011-353 64977  
Email Address : princesskirani85@gmail.com  
Date Of Birth : 06 Jan 1985  
Status : Married

#### Personalities

1. Hardworking and self-motivate
2. Excellent in communication skills
3. Responsible and dedicated in any task given
4. Able to work under pressure and independently
5. Able to give sufficient ideas in work group
6. Quick learner and open minded
7. Friendly and able to get along with new people and surrounding

#### Educational Background

##### Diploma

Field Of Study : Computer Science / Information Technology  
Major : Computer Science  
Institute/University : MARA University of Technology, Malaysia  
Graduation Date : April 2007

##### Higher Secondary/SPM

Field Of Study : Science  
School : Sek. Men. Keb. Syed Abu Bakar  
Graduation Date : Dis 2002

## Top Skills

PROFESIONAL SKILL					
MICROSOFT WORD	●	●	●	●	●
MOCROSOFT EXCEL	●	●	●	●	●
MICROSOFT POWER POINT	●	●	●	●	○
LANGUANGE SKILL					
ENGLISH	●	●	●	○	○
MALAY	●	●	●	●	●
INDIVIDUAL SKILL					
TEAMWORK	●	●	●	●	●
COMMUNICATION	●	●	●	●	○
INDEPENDENCE	●	●	●	●	○
LEADERSHIP	●	●	●	○	○
DISCIPLINE	●	●	●	●	●

## Employment History

### 1. TEACHER (4 months)

Company Name: **Taska Jannati**

### 2. COMPUTER CLERK (6 months)

Company Name: **Maya Azam Computer & Communication**

#### Job Description:

- Handle overall about Company etc. Bill and Sales

### 3. RECEPTIONIST (2 years)

Company Name: **Metro Specialist Hospital**

#### Job Description:

- Answer phone, screen and direct calls
- Take and relay messages
- Greet persons entering organization
- Register patient and assign the correct specialist
- Respond promptly to customer inquiries
- Handle and resolve customer complaint

### 4. OPERATION OFFICER (3 years)

Company Name: **Sinar Tujuh Sakti Sdn. Bhd.**

Company Name: **THSB Empire Management**

- Handle and resolve customer problem / inquiries
- Deal directly with customers either by telephone, electronically or face to face
- Create the event for Marketing Service at Village and Town that involve with PBT
- Handle Administration (KWSP/PERKESO/SALARY)
- Manage or compile doc for "Harta Pusaka" and "Pindah Milik"

## 5. EXECUTIVE BUSINESS DEVELOPMENT (Contract 3 months)

Company Name: **Dr Aishah Solution**

### Job Description:

- To attend performances and other events as required out of normal office hours
- To undertake any reasonable duties at the request of the Marketing Manager
- To develop promotional opportunities and ideas from conception through to delivery

## 6. GENERAL CLERK (4 MONTHS)

Company Name: **Rizal & Hafez**

### Job Description:

- Handle Dishcharge Case
- Assist Clerk Conveyancing
- Assist Lawyer Litigation

## 7. OFFICER CONVEYANCING (2 years)

**Mohd Anuar & Co.**

### Job Description:

- To assist lawyer & ensure all process & documents completed for developer Project etc; SPA, Loan Document Financiers, Register Property & Advise subject to Progress Claim
- To assist lawyer & ensure all process & documents completed for Subsales Cases etc; SPA, Loan Document Financiers, Register Property & Advise Redemption & Advise Final
- To assist lawyer & ensure all process & documents completed for Refinance Cases etc; Loan Document Financiers, Register Property & Advise subject to Progress Claim
- To build good relation with real estate & banker
- To promote Firm with real estate & banker
- To handle conflict and complaint by real estate, bankers & developers

## 7. SALES ADMIN EXECUTIVE (more than 8 years)

**BDB Land Sdn Bhd**

### Job Description:

- To ensure the Sales Process must complete within the specific time frame →
- Shall be responsible to follow up with purchaser on the submission of loan and also the loan approval status by financiers (Bank & LPPSA)
- To ensure that the SPA is duly executed and 1st SPA
- Shall be responsible to follow up payment 10% or part of Different Sum,
- Shall be responsible update the details Purchaser, SPA date & Loan in the system IFCA
- Shall be responsible to submit Report NAPIC, JPPPH by quarterly
- Shall be responsible to submit Report 7F (KPKT) by quarterly

### Miscellaneous

Expected Monthly Salary : RM 3,500.00 to RM4,000.00 (Negotiable)  
Willing to Relocate : Will Consider

## References

1. Name : Puan Badariah Binti Mohamad Sofi  
Institution : Mohd Anuar & Co.  
Designation : Lawyer Assistance  
Telephone : 016 – 259 9764
2. Name : Pn Salizawati Bin Pisol  
Institution : BDB Land Sdn Bhd  
Designation : Senior Executive HR  
Telephone : 04-9178080