

ATHIRAH MUZAINAH BINTI AYUB KHAN



✉ athirahmuzainah@gmail.com

☎ 011-37179914

📍 BLOCK 9-4-1, PINANG COURT 1, JALAN LEBUH SUNGAI PINANG 1, 1160 0 GEORGETOWN, PULAU PINANG

🚀 SKILLS

- * Making Sales
- * Promoting Products
- * Quick Learner
- * Fast merged with colleague
- * Microsoft Expert
- * Communication skills.
- * Teamwork skills.
- * Leadership skills.
- * Problem-Solving skills.
- * Creativity and innovative.

👤 PERSONAL DETAILS

Nationality : Malaysian

Age : 21 years old

Gender : Female

❤️ INTERESTS

Surfing on Internet

Traveling

🗣️ LANGUAGES

English

🎯 OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

📁 EXPERIENCE

SALES ASSISTANT 20 MARCH 2021 - 31 DECEMBER 2021
WANIEZ BOUTIQUE
MAKING SALES, STOCK CHECKING & CASHIER HANDLING.

SALES AND MARKETING TRAINEE (INTERNSHIP)

GSD (M) LAND DEVELOPER 1 AUGUST 2024 - 30 NOVEMBER 2024
SDN BHD

- Issue Receipt & Posting receipt
- Prepare Sales & Purchase Agreement (SPA) for purchasers file
- Update MHUB Storey Plan (Bookings)
- Side Pending Delivery Inspection & Defect reports
- Preparation Bumi Release
- Tracking cheque
- Calculate car park bays
- Strata checking
- Checking MBSP

🎓 EDUCATION

BUSINESSES STREAM (SPM) 2021
METHODIST GIRLS SCHOOL
7 CREDIT

DIPLOMA IN BUSINESS MANAGEMENT 2024
MANAGEMENT & SCIENCE UNIVERSITY
3.39

