

NUR FATINI AQILAH BINTI FADZLI


BUSINESS MANAGEMENT



PROFILE

 NUR FATINI AQILAH BINTI
FADZLI

 27 YEARS OLD

 5-07, PANGSAPURI
LEMBAH PERMAI,
JALAN LEMBAH PERMAI
2, 14000, BUKIT
MERTA JAM, PULAU
PINANG.

 012-454 8034

 nurfatiniaqilah@gmail.com

➤ EDUCATION

KOLEJ VOKASIONAL BATU LANCHANG
DIPLOMA IN BUSINESS MANAGEMENT
CGPA: 3.47
2013-2017

**SEKOLAH MENENGAH KEBANGSAAN TUN
HUSSEIN ONN**
2010-2012

SEKOLAH KEBANGSAAN PAUH JAYA
2004 - 2009

➤ SKILLS & ABILITIES

- MANAGEMENT SKILLS
- DIGITAL MARKETING
- COMMUNICATION SKILLS
- TEAM BUILDING
- INTERPERSONAL SKILLS
- LEADERSHIP & ADAPTABILITY
- MICROSOFT OFFICE

WORK EXPERIENCE

**JUNE 2019
- PRESENT**

**JKP SDN BHD
SALES & MARKETING
(PROPERTY SALES ADVISOR)**

- ACHIEVE THE SALES TARGETS AS SET BY THE MANAGEMENT.
- HANDLE ALL SALES ENQUIRIES INCLUDING TELEPHONE ENQUIRIES, WALK-INS, EMAIL ENQUIRIES.
- EFFECTIVELY PROMOTE AND SELL THE COMPANY'S PROPERTIES.
- ADVISE PURCHASERS ON BANK LOAN/END FINANCING PROCEDURES.
- ENSURE THE SIGNING OF THE S&P AND LOAN APPROVAL.
- CARRY OUT ANY OTHER JOB TASKS/ ASSIGNMENTS AS AND WHEN REQUESTED BY SENIOR MANAGEMENT, DEPARTMENT HEAD AND DIRECT SUPERIOR.
- PUBLISH DIGITAL MARKETING CONTENT ONLINE SUCH AS TIKTOK/INSTAGRAM/FACEBOOK.
- HANDLE IN MARKET RESEARCH SURVEY (ESTATE)

**2017 -
PRESENT**

FREELANCE MAKE-UP ARTIST

**MARCH
2019 - MAY
2019**

**LAFONIS TOTS PLAY & LEARN
(ADMINISTRATION)**

- UPDATING/MAINTAINING MANUAL/COMPUTERIZED RECORD/MANAGEMENT INFORMATION SYSTEMS INCLUDING THE PROVISION OF REPORTS
- ASSIST IN THE UPKEEP OF CONTACT RECORDS, INCLUDING STUDENT AND STAFF
- ORDERING SUPPLIES AND EQUIPMENT/MAINTAINING STOCK AND CLASSROOM RESOURCES AND ARRANGING REPAIR WHERE NECESSARY
- ASSISTING IN THE CLERICAL ARRANGEMENTS FOR TRIPS/SCHOOL EVENTS
- RESPONSIBILITY FOR PURSUING PUPIL ABSENCE WITH PARENTS INCLUDING RECORDING/ MONITORING OF ABSENCE.
- FIRST POINT OF CONTACT WITH VENDORS. TO MAINTAIN GOOD RECORD KEEPING AND MONITOR AND PROCESS PAYMENTS.
- PROVIDING GENERAL CLERICAL/ADMINISTRATIVE SUPPORT INCLUDING PHOTOCOPYING AND FILING
- UNDERTAKING RECEPTION DUTIES INCLUDING ANSWERING THE TELEPHONE AND RESPONDING TO INQUIRIES WHERE APPROPRIATE ON BEHALF OF THE HEAD OF THE SCHOOL.
- RESPONSIBLE FOR THE WELFARE OF STUDENTS INCLUDING DIRECT CONTACT WITH PARENTS/GUARDIAN

**APRIL 2018
- MARCH
2019**

**BAGAN SPECIALIST CENTRE
(PATIENT RELATION OFFICER)**

- COMMUNICATES PATIENT'S QUESTIONS, CONCERNS AND ISSUES TO APPROPRIATE STAFF MEMBERS, FOLLOW UPS AND FACILITATES SOLUTION NEEDED.
- RECEIVES AND RESPONDS TO PATIENTS' COMPLIMENTS AND COMPLAINTS REGARDING HOSPITAL SERVICES AND ENSURES THAT CONCERNS ARE HANDLED PROPERLY
- CONDUCTS PATIENT SATISFACTION SURVEYS (FOR INPATIENTS AND OUTPATIENTS) AND ISSUES ACCORDINGLY ANALYSIS REPORTS TO MANAGER FOR REVIEW AND APPROVAL
- RESPONDS TO PATIENTS' NEEDS AND ASSISTS THEM IN COMPLETING THEIR TRANSACTIONS AT THE DIFFERENT HOSPITAL DEPARTMENTS

**DECEMBER
2016 -
APRIL 2017**

**UDA LAND (NORTH) SDN BHD
SALES & MARKETING
(INTERNSHIP)**

**NOVEMBER
2015 -
DECEMBER
2015**

**JERUK MADU PAK ALI
CASHIER (PARTIME)**

 **CERTIFICATES & AWARDS**

- AWARD FOR 'READING 161 BOOKS' ON MAY AND JUNE 2008
- PRESIDENT IN ENGLISH CLUB 2009
- FIRST PLACE IN NILAM PROGRAM FOR MAY AND JUNE 2009
- FIRST PLACE IN NILAM PROGRAM FOR JULY AND AUGUST 2009
- FIRST PLACE IN NILAM PROGRAM FOR SEPTEMBER AND OCTOBER 2009
- NILAM PROGRAM ZONE LEVEL
- FIRST PLACE IN KARAOKE ENGLISH 2010
- SPELLING BEE COMPETITION 2011
- THIRD PLACE IN 'REKACIPTA BAHAN TERBUANG' 2012
- INVIGILATOR (SECONDARY SCHOOL) 2011-2012
- 'APRESIASI INSANI' PROGRAM 2013
- INVIGILATOR (COLLEAGUE) 2014-2016
- FACILITATOR LEADERSHIP CAMP 2016
- FACILITATOR ORIENTATION PROGRAM 2014 - 2016
- HOUSEMASTER 2014 - 2015
- TOP SALES JANUARY - FEBRUARY 2020

EXTRA CURRICULAR ACTIVITIES

- UNIFORM PERDANA CAMP 2010
- 'LARIAN SERENTAK 1MURID 1SUKAN 1MALAYSIA' 2011

REFERENCES

PN. ANITA ISMAIL

HEAD OF DEPARTMENT ADMINISTRATION
UDA LAND (NORTH) SDN BHD
1961, JALAN BERTAM, SEBERANG PERAI,
13200, KEPALA BATAS, PULAU PINANG
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MR GIBSON CHOO

HR DEPARTMENT BAGAN SPECIALIST CENTRE
JALAN BAGAN 3,
TAMAN BAGAN 13400 BUTTERWORTH, PULAU PINANG
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CIK SITI NUR'IN BINTI S. SALLEH JALANI

VICE PRESIDENT CORPORATE
JKP SDN BHD
NO. 128, MENARA JKP, JALAN MACALISTER,
10400, GEORGETOWN,
PULAU PINANG
Tel : 04-228 4074 Email : sitinur@jkpsb.com.my

EN. MUHAMMAD MUADZ BIN ABDUL WAHAB

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