



**NUR SUHAILI ABDUL WAHAB**

**NO 38 JALAN BAKTI 41**

**TAMAN MUTIARA RINI**

**SKUDAI 81300**

**JOHOR**

**Phone: 012-7092607**

**Email: nsuewahab@gmail.com**

#### **PERSONAL PARTICULAR**

**Age : 23 YEARS OLD**  
**Date of Birth : 22<sup>nd</sup> AUGUST 1996**  
**Nationality : MALAYSIAN**  
**Gender : FEMALE**  
**Marital Status : SINGLE**

#### **EDUCATION**

- 1. Year : Dec 2014 to June 2017**  
**Qualification : Diploma**  
**Major of Study : Business Studies(E-Commerce)**  
**Place of Study : Polytechnic Sultan Haji Ahmad Shah,  
Kuantan, Pahang.**
  
- 2. Year : 2009 to 2013**  
**Qualification : Malaysian Education Certificate**  
**Place Of Study : Sekolah Menengah Taman Mutiara Rini 1,  
Johor Bahru**  
**Grade : Pass**

## WORK EXPERIENCE

- 1. Year** : 2014

**Duration** : 6 months

**Company** : WATSONS PERSONAL CARE SDN BHD  
Aeon Jusco Bukit Indah  
Johor Bahru

**Job Description** : Full-Time Sales Coordinator

**Exposure Gained :**

  - Utilize company resources to develop a filing system that keeps all active sales files available digitally and in hard copy form
  - Take the lead on organizing the resources necessary to put together high quality sales presentations
  - Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is always up to date
  - Act as the primary customer service contact for clients who have questions about their accounts or our products
  
- 2. Year** : 2017

**Duration** : 6 months (internship)

**Company** : PULAI GROUP PROPERTY  
Pulai Springs Resort Berhad  
Johor Bahru

**Job Description** : Sales & Marketing

**Exposure Gained :**

  - Engages in superior customer service by making information readily available
  - Persists in sales even in the face of failure
  - Schedules appointments and meetings as necessary
  - Answers questions from clients
  - Makes product knowledge readily available to self and other sales people through various resources
  - Finds ways to sell products

- Researches client base to find new types of customers and sells to them accordingly
- Creates a plan for gaining customers and then retaining them based on warranties or guarantees
- Analyzes and creates a plan for engaging the target market
- Analyzes the competition to create a plan for engagement
- Sets up booths at trade shows and demonstrates the quality or uses of a product

**3. Year : 2018**  
**: 9 months**  
**: KPJ JOHOR SPECIALIST HOSPITAL**  
**Jalan Abdul Samad,**  
**Kolam Ayer,**  
**Johor Bahru.**

**Job Description : Clinic Assistant**

**Exposure Gained :**

- Preparing treatment and examination rooms for patients
- Getting patients ready for examinations, treatments and procedures
- Assisting with examinations and routine procedures, including minor surgery
- Taking blood samples and specimens, dressing wounds and recording vital signs
- Performing routine lab tests
- Aseptic technique and infection control
- Sterilization of equipment
- Administering medications
- Performing some administrative duties, for example arranging lab work and prescriptions or filing patient records

## **EXTRA-CURRICULAR ACTIVITIES**

- 1. Mar 2017** : A Member of Commerce Club In Programme “E-Usahawan Kampus POLISAS”, Polytechnic Sultan Haji Ahmad Shah
- 2. Feb 2017** : A Secretary of Commerce Club In Programme “i-Entrepreneur Fest” of Commerce Department, Polytechnic Sultan Haji Ahmad Shah
- 3. Dec 2016** : A Volunteer of Entrepreneurship Club In “Nafas Agro Youth Camp 2016” of Polytechnic Sultan Haji Ahmad Shah
- 4. Oct 2016** : A Member of Commerce Club In Preparation of “Business Project Research Seminar”, Polytechnic Sultan Haji Ahmad Shah
- 5. June 2016 - Dec 2016** : A Vice Chairman of Incubator Club of Commerce Department, Polytechnic Sultan Haji Ahmad Shah
- 6. Jan 2016** : A Volunteer of Entrepreneurship Course In “Business Plan Preparation Workshop” of Sultan Haji Ahmad Shah
- 7. Dec 2015 - June 2016** : A Member of Incubator Club of Commerce Department, Polytechnic Sultan Haji Ahmad Shah
- 8. Dec 2014 - June 2016** : A Member of Student Representative Club of Polytechnic Sultan Haji Ahmad Shah
- 9. Dec 2015** : A Facilitator of The English Language Club of Polytechnic Sultan Haji Ahmad Shah
- 10. Dec 2015** : A Member of Entrepreneurship Club of Polytechnic Sultan Haji Ahmad Shah

11. Dec 2014 : A Volunteer of Student Representative Club  
In Carnival “Jom Masuk U” of  
Polytechnic Sultan Haji Ahmad Shah
12. 2009 - 2013 : A Member of Netball Club of Sekolah  
Sekolah Menengah Kebangsaan Taman  
Mutiara Rini
13. 2009 - 2011 : School Prefect of Sekolah Menengah  
Kebangsaan Taman Mutiara Rini

#### **SKILL/STRENGTHS**

1. Advanced skills in database systems including microsoft word, microsoft excel and power point
2. Experienced in use of the internet and email
3. Experienced as a facilitator and a leader
4. Speaks & written fluent bahasa malaysia and English

#### **HONOURS & AWARDS**

1. BRONZE MEDAL AWARD IN FINAL PROJECT PRESENTATION AND COMPETITION E-COMMERCE(ProCompex) (2017)
2. 3<sup>rd</sup> PLACE IN WEBSITE CREATION AND DESIGN COMPETITION (2017)
3. 2<sup>nd</sup> PLACE IN PRODUCT EXHIBITION COMPETITION (2011)

#### **OTHER INFORMATION**

Easy to cooperate in a team, have a cheerful and unique personality, curiosity. I am an analytical enthusiastic, strong communication, professional work attitude, I'm also a positive thinker and highly motivated, fast learner, friendly and cheerful, idealistic, hyperactive and love working with anybody.

## REFERENCES

1.    **Name**                       : NONIWATI BINTI AHMAD  
      **Position**               : Academic Advisor  
      **University**           : Polytechnic Sultan Haji Ahmad Shah, Kuantan,  
                                      Pahang  
      **Contact Number**   : 012-607 1363
  
2.    **Name**                       : NORAZURA BINTI SALIM  
      **Position**               : Store Manager  
      **Company**               : WATSONS PERSONAL CARE SDN BERHAD  
                                      Aeon Jusco Bukit Indah  
                                      Johor Bahru  
      **Contact Number**   : 07-236 7836
  
3.    **Name**                       : ZARINA ATAN  
      **Position**               : Liaison & Customer Service Executive  
      **Company**               : KPJ JOHOR SPECIALIST HOSPITAL  
                                      Jalan Abdul Samad,  
                                      Kolam Ayer,  
                                      Johor Bahru.  
      **Contact Number**   : 07-225300