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| Farhanah Amirah |

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| hannahraff15@gmail.com | A-10-10, Teega Residence,Lebuh Laksamana,79250 Iskandar Puteri, Johor |

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| Objective | Seeking to obtain a position in your organization where I can utilize the organizational, communication & leadership skills and insights into business procedures & strategies. A position where I can assist in the growth of the organization, providing logistically correct administrative and adding its value in the market. |

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| Skills & Abilities | **Technology*** MS Word
* MS Excel
* MS PowerPoint
* MS Teams
* MS Publisher

**Language*** Malay
* English
* Mandarin

**Others*** Computer Skills
* Advance Internet
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| Experience | April 2017 – July 2019Intern Assistant, Uni World Trading DWC-LLCResponsibilities:* Managing presentations, e-mails, social medias, schedules, follow-ups, events, travels and finances.
* Gathering information and data.
* Creating & handling procedural documents and reports.

May 2020 – PresentMarketing Agent, Selera MariaResponsibilities:* Develop marketing strategy for engagement.
* Promote and market more sale for the company mentioned.

Accomplishments:* Boosted sales activities.
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| Education | Homeschool – Malaysia – SPMMarch 2020English Major |
| Communication | * Excellent written and verbal skills.
* Emphatic listener and persuasive speaker.
* Confident, articulate, professional, experience speaking abilities.
* Creative writing.
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| Leadership | * Motivate and share expertise.
* Support and build as team player.
* Second-guessing solution.
* Independent and persistent.
* Visionary and goal-oriented.
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| References | Muhammad SobriBoard of Director, Selera Maria+6018 399 3866sobri.noor@gmail.com |