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| Farhanah Amirah |

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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 2019 Intern Assistant, Uni World Trading DWC-LLC  Responsibilities:   * 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 – Present Marketing Agent, Selera Maria  Responsibilities:   * Develop marketing strategy for engagement. * Promote and market more sale for the company mentioned.   Accomplishments:   * Boosted sales activities. |
| Education | Homeschool – Malaysia – SPM March 2020  English Major |
| Communication | * Excellent written and verbal skills. * Emphatic listener and persuasive speaker. * Confident, articulate, professional, experience speaking abilities. * Creative writing. |
| Leadership | * Motivate and share expertise. * Support and build as team player. * Second-guessing solution. * Independent and persistent. * Visionary and goal-oriented. |
| References | Muhammad Sobri Board of Director, Selera Maria  +6018 399 3866  sobri.noor@gmail.com |