**Jayne Jo**

010 000 0000 [jayne.jon@email.com](mailto:jayne.jon@email.com) Manager,

Brilliant Retail

**Julia Brono**

010 000 0000 [j.brono@email.com](mailto:j.brono@email.com) Manager,

Brilliant Retail

**Reference**

1. Led and organized “Car Boot Sales” program hosted by Business Admin Faculty
2. Led Sales effort with outstanding profit of RM 220,000 as results
3. Awarded Best Employee of the month as result of managing and training junior Promoter
4. Best Student Semester Award 2015
5. Represented Faculty to Interfaculty Debate Competition 2016

**Achievements**

**Sales Associates, Brilliant Retail**

**June 2015 - Sept’ 2015**

Full scale product promotion, manage cashflow, promotional banner design

**Store Assistant, Uniklo Klothing**

**Jan’ 2017 – Present**

Full scale product promotion, promotional banner design, social media maximization, Lead Promoters

**Experience**

An energetic, knowledge crave, happy go lucky fresh graduate with vast knowledge in Business Administration. My goal in the workplace is to learn as much as possible, listen and actioning using available tools and resources. Using the knowledge I will absorb in this role, I will use it to bring in value through my daily tasks.

**Siti Amirah Abdul Jassim**

Diploma in Business Studies, Smith University **4.00 CGPA, 2013**

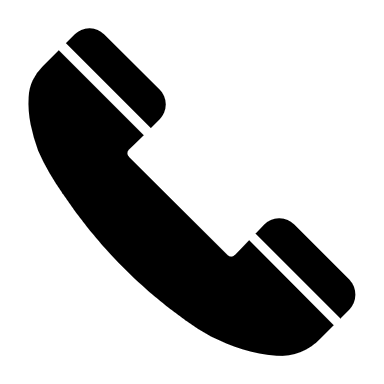
Bachelor’s Degree in Business Administration, Smith University **4.00 CGPA, 2016**

SMK Seksyen 7, Shah Alam,

**6A 2B 1C**

**Education**

**Mobile Phone**



010 000 0000

Microsoft Excel

Microsoft PowerPoint

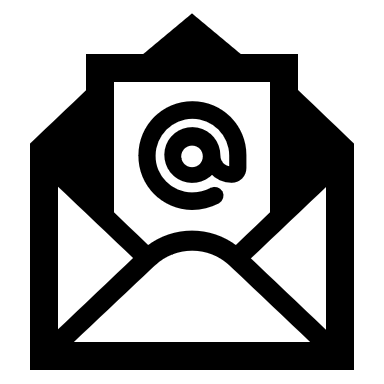
Adobe Illustrator

English Language

Malay Language

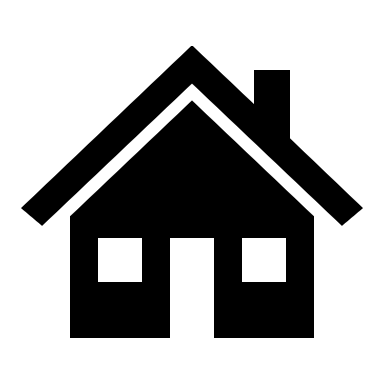
**Skills**

[daniaJA@email.com](mailto:daniaJA@email.com)



**Email Address**

No 00, Jalan 00, section 7, Kuala Lumpur



**Home Address**