



DIAN NOOR AQIELLA BINTI MOHD ASHARI

DNAQIELLA96@GMAIL.COM

017-3797881

G-B-5 LORONG SAMARINDA13B/KS7,
TMN MESRA OFF JLN KG JAWA ,
41000 KLANG,SELANGOR

10 /10/1996

EDUCATION

Bachelor (Hons) in Office
Systems Management
UiTM Puncak Alam
•03/2018-present

Diploma in Technology and
Office Management
Uitm Alor Gajah,Melaka
• 2014-2017 cgpa: 3.07

LANGUAGES

Malay

English

REFERENCES

CIK SUHAIZA
ASSISTANT JAWA MAJU SDN. BHD
011-39214129

PUAN SUZANA BT YAAKUB
GENERAL MANAGERL HIZS RESOURCES
017-6337309

SKILLS

- microsoft office
- Work in Team
- Fast learner
- High Motivated
- Able to handle problem
- Very cheerful and easy going person
- Good in typing

WORK EXPERIENCE

JAWA MAJU SDN.BHD, DATA ENTRY (PART TIME)
JUNE - JULY 2019

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing list
- Monitored stock in and out in system
- Keep in from physical data such as resit to Sql system
- Keep in the everyday sale in system
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HISZ RESOURCES, ADMIN & ACCOUNT ASSISTANT
DECEMBER 2017- AUGUST 2018

- Consistently update the new client and supply contact
- Monitored the inventory stock in and out
- Prepared paperwork for the client
- Calculate the daily sale and update in system
- Manage and collect the daily sale from in-store to office