



ROS FARAHWANI BINTI ROSALI

WORK EXPERIENCE

Admin Executive

MAY 2023 - PRESENT

Penang International Dental College

- Administrative duties including document management.
- Maintaining accurate records and preparing various reports as required.
- Assisting with the coordination of events, workshops.
- Maintain updated and accurate academic records in hardcopy and electronic files.
- Print semester reports, transcripts and certificates.

Document Controller

JAN 2023 - MAY 2023

KW Engineering Sdn. Bhd

- Supported project planning, coordination, and execution by collaborating with project management team members. Assisted in creating and managing project documentation, coordinating document distribution, and ensuring compliance with ISO standards.
- Facilitated document review processes, scheduled and organized meetings, and provided administrative support to the project office. Collaborated with other departments to align project activities with organizational goals..

Account Cum Admin

JAN 2022 - DEC 2023

Muhdani Sdn. Bhd

- Handled accounts, reconciled financial statements, and monitored cash flow. Managed relationships with suppliers, customers, and vendors. Created reports on sub-contractor claims, accounts payable and receivable, and updated accounting records. Maintained organized financial files and documents. Oversaw office maintenance, supplies, and administrative tasks for management.

Sales and Marketing

JULY 2021 - DEC 2022

Dermajas Sdn Bhd

- Responsibilities include managing communication from the superior, drafting correspondence, assisting clients with product inquiries, contributing to marketing strategies, tracking sales data, and managing social media channels for the company.
- Oversaw the company's social media platforms, driving increased follower growth and enhancing engagement through targeted content and strategic campaigns.

REFERENCE

NURUL NAJWA

QMS ENGINEER

Phone: 010-3210966

NABILA NOR LIYANA

HEAD OF MARKETING

Phone: 019-4435566

CONTACT

011-36107219

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Lunas, Kedah

EDUCATION

2023 - 2025

UNIVERSITI UTARA MALAYSIA

- Master of Science (Management)

2016 - 2021

UNIVERSITI UTARA MALAYSIA

- Bachelor of Finance

2013 - 2016

KOLEJ POLY - TECH MARA, ALOR SETAR

- DIPLOMA IN BUSINESS MANAGEMENT

SKILLS

- Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Gmail, Drive, Meet, Docs, Forms, Slides.) and Canva (Designing visuals and presentations)

LANGUAGES

- Bahasa Malaysia
- English