

Wan Najida binti Hasnan Zahedi
116, Jalan SS 19/1F
47500 Subang Jaya
Selangor Darul Ehsan

Dear Hiring Manager

Job Application to make a career comeback

The above matter refers. I am interested to make a career comeback and currently seeking for employment at a company that values my credentials and gives me the liberty to use my experience and leadership skills to its fullest potential.

I started as a Graduate Training Officer at Auto Finance Centre, Maybank Berhad. My main job function is to do credit processing, marketing and sales and cross selling Maybank products. Within the duration I was selected as one of the candidates for the "Talent below age 28" as part of Maybank's career advancement plan and I was then promoted to Senior Executive. I was also one of the pioneer for the Maybank Corporate Auto Scheme. I obtained my Certified Credit Professional certificate in 2011 from Institut Bank Bank Malaysia (IBBM) and in 2012, I was promoted to Assistant Credit Manager, a managerial role in which I had to manage 40 employees and assist in monitoring the branch performance. I am well versed in Business Hire Purchase and financing of Commercial Vehicles and Machinery and have strong analytical skills.

In 2013, I had to quit my job due to family reason as my father had ischemic stroke and was in a comatose persistent vegetative state and had to be taken care from home. In between taking care of him, I started and founded my own business called Purple Treats. It is an online home baking business which I make custom fondant birthday cakes, Pandan Gula Melaka cakes, Victoria Sandwiches, Brownies and many more desserts. I also supplied cakes and doorgifts for major events like weddings and office functions. Apart from that, I used to supply cupcakes to schools on a daily basis. Purple Treats portfolio includes party planning and we have organized birthday parties and bridal showers. To market the business, we actively participate in bazaars such as The Little Homegrown Market, the Food for Good Food Market and Fuyoh Bazaar at Publika. Along the way, I attended baking classes to improve my skills from various teachers, training with HEARTS programme and also attended seminars by Karang kraf and Mybazaar because I believe that to grow you need to constantly improve yourself.

My experience includes working in a fast-paced environment and I perform well under pressure especially in meeting with tight deadlines. I have always been able to work with minimum supervision. Furthermore I am goal-oriented and believe in achieving all my goals. I am industrious and I am able to communicate well with people, potential clients and staffs and always work to my highest potential. I am also committed to pursue the highest standards in job performance and easily adapt to a new environment. I have chosen your organization for my future career enhancement as I believe in your organization's aspirations and I would like to move forward with your team. I am certain that I can contribute well and attain the proper knowledge in helping me be the key contributor in this industry in the near future. Attached herewith is a copy of my curriculum vitae.

I am looking forward to hear from you and discuss regarding my application. I would really appreciate it if you could give me the opportunity to make a career comeback. Please do not hesitate to contact me at my number 019-3378508.

Your kind attention to this matter is duly appreciated.

Yours faithfully,
Wan Najida binti Hasnan Zahedi



Wan Najida binti Hasnan Zahedi

Experienced hire and business owner determined to make a career comeback. Actuarial Science background and extensive knowledge and skills in sales and marketing for 7 years with Maybank. **Certified Credit Professional holder from IBBM**. Excellent communication and people skills. Dynamic and motivated individual with proven track record of generating and building relationships and managing project. Skilled to make critical decisions during challenges. Able to work independently and create effective presentation.



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Subang Jaya



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WORK EXPERIENCE

Founder

Purple Treats

February 2013 – Present

Achievements/Tasks

- Established my own online home baking business called Purple Treats. Manage home based baking business, handling orders, baking and decorating custom cake according to the theme requested.
- Supply wholesale baked goods to school canteen.
- Joined bazaar such as Fuyoh Bazaar, Publika, Food for Good market at Slate at the Row, Little Homegrown Market at Plaza 1MK to introduce my brand to others.
- Manage social media marketing via Instagram and Facebook including other promotional activities for Purple Treats.

Assistant Credit Manager

Maybank Berhad Puchong

(September 2012 – February 2013)

Achievements/Tasks

- Evaluate and provide credit approvals and assess the facilities provided.
- Managing and monitoring staff performances and ensuring the branch monthly target is met.
- Plan and strategize to ensure profitability at branch level and meeting the branch target.
- Handling of business hire purchase facilities and meeting potential clients to introduce the products available for the product.

Credit Marketing Executive

Maybank Berhad Petaling Jaya

(August 2005 – September 2012)

Achievements/Tasks

- Graduate training officer handling and managing application for hire purchase finance facilities from car dealers or walk-in customers.
- Responsible for Business Hire Purchase.
- Pioneer for the Maybank Corporate Auto Scheme and involved in the marketing campaign and end to end process. The Corporate Auto Scheme is a salary deduction hire purchase facility offered to selected Corporate Companies.
- Handle financing of Commercial Vehicles and Machinery. Involved in negotiations with corporate clients to provide financing for their machinery, vehicles and equipments.
- Liaise and build rapport with car dealers from the Selangor region as part of marketing responsibilities.
- Conduct site visit and inspection of vehicles.

Internship

Permodalan Nasional Berhad (PNB)

(January 2003 – April 2003)

Achievements/Tasks

- Assisted the Senior Manager and the RTAD team in their daily operations and activities such as monitoring investment and analyze potential investments for the department.
- Attended Bloomberg Training and did a correlation analysis between Earnings per share and change in oil price.

SKILLS

- Good communication skills and public speaking.
- Problem solving skills and great in multitasking.
- High achiever and strong attention to detail.
- Excellent with Microsoft Office software, Adobe Photoshop and familiar with Cpanel.

ACHIEVEMENTS

- Youngest graduate training officer to be promoted to Senior Executive within 4 years of working experience and chosen to be a part of the “Talent at Age 28 “ a career advancement program for employees. Promoted to Assistant Credit Manager at age 29.
- Certified Credit Professional

LANGUAGES

English



Bahasa Malaysia



Basic comprehension of German Language

EDUCATION

Asian Institute of Chartered Bankers (formerly known as Institute of Bankers Malaysia)

- Certified Credit Professional 2011

Mara University of Technology (UiTM)

- May 2003 – Apr 2005
Bachelor of Science (Actuarial Science)
Second Class Upper
CGPA 3.33
- June 2000- April 2003
Diploma in Actuarial Science
CGPA 3.18

VOLUNTEER EXPERIENCES

- Volunteered feeding the homeless under Pertiwi Soup Kitchen
- Occasionally helped fundraising and organized clothes donation for Baitul Rawdhah Orphanage

REFERENCES

1. En. Adnan bin Sharif

Head of SME Banking

Maybank Berhad

019-3085630

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2. En. Aidisham bin Awaluddin

Branch Manager

Maybank Auto Finance Centre

Cheras

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