



# YUSRI BIN MOHD FARID

UNIVERSITY GRADUATE

## PERSONAL BIO

Graduated with Lower Second Class honour (GPA: 3.12) in historical studies from University of Brunei Darussalam. A combination of different working experiences has given me the ideas on how working environment should be and the challenges that I need to face especially working with colleagues from different level of ages. Thus, I believed I would be able to accomplish my tasks and responsibility professionally and effectively. I would like to seek for your kindness to give this opportunity to me as I am willing to learn and give my all for the position.

## PERSONAL INFO

IC No: 01-061866  
D.O.B: 27th July 1993  
Nationality: Bruneian  
Race: Kadazan  
Religion: Islam  
Marital: Single

## CONTACT DETAILS

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Referees:

1. Pg. Umi kalthum Binti Pg. Dr. Hj. Amir Muhd Yussof (HP.NO: +673 8607808)
2. Roslan Bin Patra (HP.NO: +673 8918474)

## EXPERIENCES

### Salesman

Million Goldsmith & Jewellery Shop | 2018 - 2019

- Serving customers involving VIP & VVIP and helping identify their needs and selling them merchandise
- Inspecting Jewelry, running credit cards and conducting sales
- Discuss on services and products offered by the shop or establishment as well as explaining the wide variety of products and services we have to educate customers on what we offer.
- Doing paperwork like financial reports and sales reports.
- Greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.

### Intern

Brunei Embassy in Hanoi | Feb 2016 - May 2016

- Participated in the compiling of the annual recommendation for end of fiscal year budgets
- Obtained signatures for confidential documents
- Completed data entry and tracked resumes
- Assisted with event planning and logistic works
- Helped distribute employees notices and mails around the office
- Managed office supplies and maintained a clean reception or lounge area

### Intern

Vietnam Museum of Ethnology, Hanoi | Aug 2015 - Nov 2015

- Compiled museum's information and related materials
- Assisting senior staffs with the new exhibition held by the museum
- Coordinate, scheduled and arranged social events
- Re-checked the information labels for about 400 artifacts
- Appointed as a recruiter for the locals who wanted to be a liaison officer in the museum

### Intern

UBDCorp, The Core | May 2015 - July 2015

### Deejay & Social Media Crew

UBDFM, "Station for the next generation"| 2013 - 2014

### Food Beverage Attendant

Killiney Kopitiam, Timesquare | March 2013- July 2013

## CORE COMPETENCIES

- A team player
- Adopting good working ethics
- Deal with office confidentiality
- Compiling, organizing, key in data with satisfying skills in Microsoft office software such as Word and PowerPoint
- Good in time management
- Organized and detail oriented
- A good communicator