

AZRA FAKHIRA BINTI ROSLAN

FREIGHT & LOGISTICS ADMINISTRATOR

Shah Alam, Selangor, Malaysia
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■ PROFILE

Logistics administrator with a national last-mile delivery company, handling freight and shipping documentation, invoicing, vendor records, and cross-functional coordination. Comfortable keeping operational paperwork accurate and teams aligned, with earlier client-facing sales experience. Currently completing a Bachelor's in Logistics and Supply Chain Management.

■ EXPERIENCE

Freight & Logistics Administrator

Ninja Logistics Sdn Bhd · Shah Alam

Feb 2021 – Present

- Manage freight and shipping documentation, invoices, and vendor records to keep operational paperwork accurate and audit-ready.
- Coordinate across departments and with external vendors to support smooth day-to-day logistics operations.
- Oversee scheduling, office supplies, and internal and external communications.
- Provide administrative and HR support, including employee records, onboarding and offboarding, payroll queries, and recruitment.

Sales Executive, Convenience Retail (CVS)

Ninja Logistics Sdn Bhd · Subang Jaya

Mar 2020 – Dec 2020

- Managed product distribution and customer service for retail and food-service clients.
- Built and maintained client relationships through regular communication.
- Ensured timely order fulfillment and consistently met sales targets.

Sales Consultant & Personal Trainer

Anytime Fitness Sdn Bhd · Shah Alam

Mar 2017 – Dec 2019

- Promoted memberships and personal-training packages, meeting monthly KPI and sales targets.
- Built client relationships that generated consistent referrals.
- Delivered personalized training programs and ongoing client support.

■ EDUCATION

Bachelor of Logistics & Supply Chain Management

Open University Malaysia

EXPECTED SEP 2026

Madrasah Aliyah (Senior Secondary)

Ma'had Al-Zaytun, Indramayu, Indonesia

2009 – 2012

■ SKILLS

- Freight & shipment documentation
- Invoice & vendor management
- Records & data accuracy
- Cross-functional coordination
- Scheduling & office administration
- Client relationship management
- Microsoft Office & Google Workspace

■ LANGUAGES

Malay

Native

● ● ● ● ●

English

Professional / Advanced

● ● ● ● ●

Japanese

JLPT N5 · Basic

● ● ● ● ●

■ CERTIFICATIONS

- Business Continuity Management
- First Introductory Sales Training (FIST)
- Health & Safety Induction
- Google Sheets