



## JUMRIAH BINTI ZAIRUL

*BACHELOR OF ECONOMICS AND ADMINISTRATION*

### ❖ PERSONAL DETAILS

D-4-3, Rumah Pangsa Safoda,  
Jln Safoda Jica, 89600 Kinarut, Papar.  
Tel: 0146714538 / 0135487047  
Email: anajumriah@gmail.com

### ❖ CAREER OBJECTIVE

Seeking a job to fulfill position as administrative or human resources executives.

### ❖ EDUCATION

#### **BACHELOR OF ECONOMICS AND ADMINISTRATION**

University of Malaya --- 2012-2016  
Achievement:

- CGPA 3.21/4.00

#### **SIJIL TINGGI PELAJARAN MALAYSIA (STPM)**

SMK TANSAU, Putatan--- 2010-2011  
Achievement:

- CGPA 4.00/4.00
- Awards National Best Student STPM 2011 for rural school category

#### **SIJIL PELAJARAN MALAYSIA (SPM)**

SMKA TUN DATU MUSTAPHA, PAPAR---2009

- 2A 3B 4C 4D

### ❖ WORK EXPERIENCES

#### **a) Sales Assistant, Animation World**

Midvalley, Kuala Lumpur--- March until June, 2016

##### **Job description:**

- Work as part time promoter
- Provide service wrap present
- Manage the inflow and outflow of stock

#### **b) Student Affairs Division, Akademi Ilham Bestari**

Ipoh, Perak--- September until December, 2015

##### **Job description:**

- Industrial training
- Manage and running student activities
- Manage the module in development of Writing Instruction Material (WIM) for reference
- Helping in marketing activities by promote the academy in various organization and company

#### **c) Clerk, Golden Dragon Putatan, Kota Kinabalu---**

January until April, 2012

##### **Job description:**

- Manage the inflow and outflow of stock
- Price and discount/rebate management for certain product according information from supplier
- Customer services regarding the price as a promoter

### ❖ EXTRA CURRICULAR ACTIVITIES

- Become Pemudahcara Mahasiswa for two session (2013/14 & 2014/15) which responsible to manage the whole new student activities according the instruction from head of university
- Also actively involved in organization activities such as PERMASA UM and PEMBINA UM in universities level especially in volunteering, events and others.
- Actively in sport especially netball in especially in university level.
- Award: Tunas Harapan KK9, Anugerah JTK and Anugerah Tunas Bakti at college level.

## ❖ SKILLS AND LANGUAGES

COMPUTER SKILLS	FAIR	AVERAGE	EXCELLENT
Operating system: Windows 7, Windows 8		✓	
Microsoft office: word, excel, presentation		✓	
Academic related software: R project	✓		

Languages	Speaking	Reading	Writing
Malay	EXCELLENT	EXCELLENT	EXCELLENT
English	FAIR	AVERAGE	AVERAGE

## ❖ REFEREES

**Dr. Azmah binti Haji Othman**  
Deputy of Dean (Undergraduate)  
Faculty of Economics and Administration  
University of Malaya  
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