

ROSIDATUL AINI BINTI ABDUR RAHMAN

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SUMMARY

Motivated and detail-oriented graduate with a bachelor's degree in industrial Logistics (Hons) from UNIKL MITEC. Proven ability to manage logistics processes, analyze supply chain systems, and optimize operational efficiency. Strong communication skills and a solid academic background from both STPM and university levels. Ready to contribute to dynamic teams and grow in the logistics and supply chain industry.

EDUCATION

Bachelor of Industrial Logistics (Honours) from Universiti Kuala Lumpur **Estimated Jul 2025**

My Bachelor of Industrial Logistics (Hons) program covers supply chain management, inventory control, transportation, warehouse operations, procurement, logistics systems, operations management, quality assurance, and business fundamentals, preparing me for a career in logistics and supply chain management.

Malaysian Higher School Certificate from SMK DATO' P **2021**

My STPM studies focused on History, Economy, Business, General Studies, and MUET, providing a well-rounded education that enhanced my critical thinking, communication, and analytical skills.

Malaysian Certificate of Education from SMK Seri Alam **2018**

Successfully completed the SPM with strong academic achievement, gaining knowledge in core subjects like Bahasa Malaysia, English, Mathematics, Science, and elective subjects based on personal interests.

CAREER HISTORY

Admin & Customer Service (night shift) at De Nest SPA **Oct 2023 - Present**

Ensures smooth operations by managing office tasks like scheduling, organizing records, and providing support to the team. Handles customer inquiries, resolves complaints, and ensures satisfaction with patience and professionalism. Both roles require strong communication, organizational skills, and a commitment to excellence.

Waiters at Mama Lisa's Cafe **Jul 2023 - Sep 2023**

Responsible for delivering exceptional service by taking orders, serving food and drinks, and ensuring a welcoming atmosphere for all customers. Must be knowledgeable about the cafe's menu, offer recommendations, and ensure that each guest's experience is enjoyable and memorable. Excellent communication, a friendly attitude, and the ability to multitask are key qualities for success in this role, helping to create a positive dining environment.

Responsible for managing the weighing of vehicles that transport goods in and out of the facility. This includes recording accurate weight data, ensuring proper documentation, and verifying vehicle details. The role requires attention to detail, strong organizational skills, and the ability to communicate effectively with drivers and other team members to ensure smooth operations at the weighbridge.

Store Staff at 7Eleven**2021**

Responsible for providing excellent customer service, handling transactions, stocking shelves, and ensuring the store is clean and organized. Assist customers with their purchases, manage inventory, and maintain a friendly and welcoming store environment. Strong communication skills, a positive attitude, and the ability to work efficiently in a fast-paced setting are essential for success in this role.

Skills: Goods Receiving, Warehouse, Stock Control, Organised, Labelling, Invoicing, Data Entry, Team Building, Public Relations, Time Management, Effective Communication.

Languages: English, Malay Language

EXTRACURRICULAR ACTIVITIES**SISPA UniKL MITEC**

- Played an active role in the Student Civil Defence Unit, developing leadership and safety management skills.

ACHIEVEMENTS

- Successfully coordinated logistics for club projects, ensuring timely delivery and resource allocation.
- Recognized for strong leadership in project management and extracurricular activities.
- Achieved 30% sales growth through innovative marketing in an online business.

REFERENCES

- DR. FARAH IDAYU BINTI MOHD SALLEH
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