

# RESUME



## AKIMAH BINTI UYUB

B-66 Jalan Sepayang, Rompin Pahang  
017-7342507 | emmauyub@gmail.com

## EDUCATION

**Sultan Ahmad Shah Vocational Collage, Pahang** 2023- 2025

Diploma in business management

- 3.68/4.00 (Semester 3)

**Sultan Ahmad Shah Vocational Collage, Pahang** 2021-2023

Malaysian Vocational Certificate in Business Management (SVM)

- 3.61/4.0

## WORK EXPERIENCE

**Business Service (Own Business)** Dec 2024- Mac 2025

Operations and Finance Manager

- Operate printing machines such as digital printers, offset, or large printing machines and ensure that the print results meet the desired quality standards.
- Arrange work schedule to ensure all orders are completed by deadline as well as coordinate raw materials such as paper, ink, and other additional materials.
- Prepare invoices, keep booking records into Excel, and manage customer payments.

**Grocery Store** Dec 2024- Jan 2025

(Part-time) Retail Assistant

- Greet customers in a friendly and professional manner.
- Process payments at the counter, whether cash, credit card, or digital payment.
- Assist in receiving and storing new stock and recording in excel

## ACHIEVEMENT

- Malaysian Vocational Certificate bronze award 2022
- Malaysian Skills Certificate (SKM) in Office Administration Supervision Level Three.

## LANGUAGE

- Malay - Fluent
- English - Intermediate

## REFERENCES

### EN. ROSDAN BIN ZAKARIA

Lecture of Business Management Sultan Ahmad Shah Vocational Collage Phone : 014-513 1158

### PN. HJH AZA LIANA BINTI HAMZA

Head of the industrial relations department and Sultan Ahmad Shah Vocational Collage agency Phone : 011-35118081

## SKILLS AND ABILITY

- Microsoft Office Suite and CanvaPro.
- Operations and Project Management.
- Creative Thinking.
- Teamwork.
- Effective Communication.