

# NABILAH ZIEHA BINTI SIKH MOHAMAD

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Kota Kinabalu, Sabah, Malaysia



## Profile Summary

Seeking to leverage my meticulous attention to detail, exceptional organizational skills, and proficiency in office management software to streamline administrative processes and support the smooth operation of daily tasks. Committed to maintaining confidentiality, providing outstanding customer service, and continuously striving for excellence in all aspects of administrative duties.

## Relevant Skills

- MS Words, Excel & PowerPoint
- Data Entry
- Data Analysis
- Administrative
- Customer Service

## Language Skills

- English
- Malay
- Mandarin
- Japanese

## Education

### Bachelor of Science with Honours in Aquaculture

Sept 2015 - Nov 2018

University Malaysia Sabah (UMS), Kota Kinabalu, Sabah

- CGPA: 3.58

## Work Experience

### Research Assistant at Borneo Marine Research Institute, UMS

Feb 2019 - Nov 2020

- Conducted experiments within academic research setting
- Collected, analyzed and compiled experimental data
- Performed administrative tasks and prepared progress reports for the funding agency
- Supervised undergraduate students working on the research project
- Performed other duties as assigned by supervisors

### Intern at Aquaculture Research Institute, Kindai University

July 2018 - Sept 2018

- Conducted simple trials assigned by supervisors
- Collected, analyzed and logged in experimental data
- Performed routine works assigned by staffs
- Prepared written reports and data analysis

### Part-time Cashier at Popular Bookstore, City Mall Shopping Centre

Dec 2014 - Mar 2015

- Engaged customers in a professional & courteous manner
- Scanned goods and ensured pricing is accurate
- Managed transactions with customers using cash registers
- Processed refunds and exchanges

## References

### Assoc. Prof. Dr. Faihanna Ching Abdullah

- Borneo Marine Research Institute, UMS
- cfuifui@ums.edu.my
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