

"Roses are red, Violets are blue, Sugar is sweet, and so are you"

Good day! My name is Syaira Johana binti Mohd Rashid, and this is my story.



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Shah Alam, Selangor.

CAREER OBJECTIVE

I'm looking for a position where I can contribute my efforts and energy that allows me to utilize my experience and knowledge in order to grow and become a successful person. I believe that hard work and perseverance will lead to fruitful results. Please give me an opportunity to work for you by contacting me at your convenience.

EDUCATION

International Islamic University Malaysia, IIUM

Bachelor Degree of Engineering
Majoring in Biochemical-Biotechnology
CGPA 2.93/4.00

Centre for Foundation Studies IIUM

Pre-Engineering Matriculation Program
CGPA 3.30/4.00

MRSM Serting

Sijil Pelajaran Malaysia (SPM)
6A's 1B's 3C's

MRSM Kuala Klawang

Penilaian Menengah Rendah (PMR)
8A's

PROFESSIONAL INTERNSHIP

SIRIM Sdn. Bhd, Shah Alam, Selangor

April 2011 to July 2011

Achievements

- Conceived perfect training in conducting experiments with the proper use of the apparatus by my skillful supervisors.
- Contributed in the cleanliness of the laboratory and organizing the materials/equipments.



EMPLOYMENT HISTORY

Trainee at Penang Skills Development Centre (PSDC) under the Industrial Skills Enhancement Program (INSEP)

March 2014 to current

Achievements

- Learnt about the Manufacturing Process which is essential in a part of organization and being exposed to its popular terms like Kaizen, Poka Yoke, FMEA, TRIZ Innovation and many more.
- Mastered the soft skills (business english, presentation empowering, communication, etc.) and technical skills (report writing, drawing, soldering, etc.) to improve employability.

Administrator Assistant at Alumni & Career Services Division IIUM

May 2013 to January 2014

Achievements

- Improved my confidence level and communication skills as I deal with lots of people and even VIPs.
- Successfully organized programs and talks sponsored by the department as a committee member.
- Accomplished assign tasks efficiently by meeting the datelines.
- Wisely managed time by juggling two works at a time.

Tutor & Grader for a Biochemical Engineering subject (Principle Mass) at IIUM

September 2013 to December 2013

Achievements

- Improved the students' performance by guiding them to understand the subject better.
- Enhanced my public speaking skill by the two ways communication with the students.

Tutor at tuition center KUMON Bandar Baru Selayang

February 2012 to June 2012

Achievements

- Empower the student's answering skills.
- Played an important role in ensuring the students moved to a higher level of their studies (eg: From level E to level F).
- Successfully shows my leadership and integrity as an educator.

Tutor at tuition center KUMON TTDI Jaya, Shah Alam

June 2010 to September 2010

Achievements

- Learnt to smile more when dealing with small children.
- Expert in marking the student's assignment sheets and help them in correction.

Administration Assistant at UMRA Medical Hospital, Shah Alam

June 2010 to September 2010

Achievements

- Contributed in organizing the office that leads to a happy environment.
- Built my character to be more empathy and grateful towards every mother by seeing the painful labors that they have gone through to bring a new life to this world.

SKILLS & STRENGTHS

- Office productivity software
 - ✚ Microsoft Office (Word, Excel, and PowerPoint)
- Programming languages
 - ✚ Matlab
 - ✚ C++
- Exposed in handling machinery equipment: Milling, Turning, and Foundry.

- Familiar in operating the laboratory equipments: Centrifuge, Shaker, Water bath, Vortex, Spectrophotometer, COD reactor, BOD incubator, Bench scale bioreactor.
- Spoken languages
 - ✚ Fluent in speaking Malay and English.
 - ✚ Excellent in writing Malay and English.
- Personal strengths: Highly independent, perform under pressure, excel working in team, very passionate, have the iron will to succeed, organized and dedicated.
- Flexible with any working hours and will travel according to the job requirements.
- Possess own transport with D license.

CO-CURRICULAR & VOLUNTEER ACTIVITIES

- Member of Welfare Bureau in Biochemical-Biotechnology Students' Association.
- Netball player for Engineering Student Representative.
- Program Coordinator in Shell Career Talk.
- Volunteering in the Empowering Education Program at Pangkor Island.

EXPECTED SALARY

RM 2,200-2,500 (Negotiable)

REFEREES

Name : Dr. Ahmad Tariq Jameel
Position : Associate Professor
Department : Biotechnology Engineering, IIUM
Telephone : 603-6196 4520
Email : atjameel@iium.edu.my

Name : Mrs. Huraizah Bt Mat Hasan
Position : Assistant Director
Department : Alumni & Careers Services, IIUM
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