

RESUME



Name : Siti Salmi Binti Ismail
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Bandar Baru Seri Alam,
81750 Masai, Johor.
Contact No. : 014-7398951
E-mail Address : siti_mie@yahoo.com
Date of Birth : 05th July 1988
Place of Birth : Parit Buntar, Perak.
Race : Malay
Gender : Female
Marital Status : Married

CAREER OBJECTIVE

Seeking a full time position in any field related to management and marketing which allows me to apply my skills and knowledge towards achieving the organizational goal and career development as well.

EDUCATIONAL BACKGROUND

July 2010 – Jan 2013 : Bachelor of Management (Marketing)
Universiti Teknologi Malaysia
Jan 2007 – Dec 2009 : Diploma of Marketing
Politeknik Sultan Azlan Shah
2001 – 2005 : Malaysia Certificate of Education (SPM)
SMK Seri Perak, Parit Buntar, Perak.
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WORK EXPERIENCE

- Mar – Dec 2006 **MIS Clerk at Pacific Hypermarket & Dept. Store Sdn Bhd, Perai, Penang.**
- Carried out the administrative task that is related to MIS section.
 - Opened all computer systems in hypermarket to carry out business operations.
 - Maintained data entry and preparation of operational documents.
 - Made the price tag for each item requested by supervisor.
 - Updated report and other relevant reports within the deadline.
- July – Dec 2008 **Practical Trainee at Lembaga Tabung Haji, Bagan Serai, Perak.**
- Helped manager Tabung Haji to do work.
 - Maintained and recorded official documents in accurate manner.
 - Maintained data entry requirements by following data program techniques and procedures.
 - Involved in any campaign and program with Lembaga Tabung Haji staff.
- Feb - June 2010 **Personal Assistant (PA) for financial consultant at AmAssurance Berhad, Ipoh, Perak.**
- Made a telemarketing to promote and persuade customer to join financial plan of AmAssurance.
 - Made schedule appointments for financial consultant to meet with prospective customers or for customers to attend sales presentations.
 - Joined financial consultant makes sales and meets with customer.
 - Updated and manage document of financial consultant.
- Mar - Aug 2013 **Quality Assurance (QA) Inspector at FASTRON Sdn Bhd Bayan Lepas, Penang.**
- Conducted daily quality checks and data recording.
 - Provided quality related feedbacks to superior.
 - Ensured accepted and rejected parts are identify after inspection.

EXTRA CURRICULAR ACTIVITIES

- 24 November 2007 Secretariat of Marathon Piala Pengarah Politeknik Sultan Azlan Shah.
- Jan - June 2009 Secretary of the Jawatankuasa Pelajar Kamsis (JPK) of Politeknik Sultan Azlan Shah.

27 Feb – 1 Mac 2009

Facilitator of the Kursus Kepimpinan Ahli Jawatankuasa
Blok Kamsis, Politeknik Sultan Azlan Shah.

18 April 2011

Committee members of the souvenir and reception unit for
the Marketing Symposium Programme 2011, Universiti
Teknologi Malaysia at Grand Paragon Hotel, Johor Bahru.

SUPPLEMENTARY, SKILLS AND STRENGTHS

Willing to Travel: **Yes**

Willing to be relocated: **Yes**

Possess Own Transport: **Yes**

Driving License: **B2 & D**

Course Attended

1. How to Get Yourself Employed / Teacher Development
2. ISO 9001:2008 Quality Management System Requirement
3. Occupational Safety, Health and Environment
4. How to Manage Your Personal Finance

Language

Good in spoken and written Malay and English.

Computer Application

- Proficient in Microsoft Office (Microsoft Word, Microsoft Excel and Microsoft Power Point, Microsoft Publisher)
- Expert in using the internet and create blog.

Personality

- Good leadership and team working skills.
- Fast learner and capable to work independently.
- Specialize in making project paper and handle event.

HONOUR AND AWARDS

- Recipient of the Overall Best Student Awards for form four of social science class.
- Recipient of the Dean List Awards based on excellent academic achievement for semester 6 in Politeknik Sultan Azlan Shah.

REFEREES

The following persons have agreed to provide any additional information regarding my qualifications and character:

Dr. Nor Hazarina Bt Hashim
Head Department of Business Administration,
Universiti Teknologi Malaysia
81310 Skudai, Johor.
Tel : 07-5532492

Haji Mohamad Isa Bin Jaafar
Manager,
Lembaga Tabung Haji
34300 Bagan Serai, Perak.
Tel : 05-7215291