

CURRICULUM VITAE



HAYATIE BINTI MOHAMED

No 95D, Kg Tiram Duku
Gelang Patah
81550, Johor Bahru, Johor
Mobile Phone: 014-6679627
E-mail: hayatiemohamed@yahoo.com

CAREER OBJECTIVE

- 1) To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.
- 2) To obtain a long-term career with an organization where I can grow professionally.

PERSONAL DETAILS

Date of Birth: January 28th, 1988
Age: 25 years
I.C number: 880128-08-6228
Gender: Female
Race: Malay
Religion: Muslim
Marital status: Single
Nationality: Malaysian

PERSONAL TRAITS

- Flexible person in the sense that I can cope and work in a different environments.
- Dynamic and active, strong willed, and decisive, unemotional, independent.
- High sense of responsibility.
- Computer literate and typing skills.
- Strong leadership, highly responsible, and motivated.
- Positive attitude, dedicated and easygoing as well as organized.
- Willing to undertake a new experiences as well as commitment.

LANGUAGE

- 1) Malay – Excellent command of oral and written
- 2) English – Good command of oral and written
- 3) Mandarin – Moderately of oral

SKILL HIGHLIGHTS

- Computer literate and typing skills, well verse in Microsoft Office Applications.

EDUCATION

2011-2013	UNIVERSITI TEKNOLOGI MARA (UiTM), MERBOK DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY Cumulative GPA: 3.64
2006-2007	UNIVERSITI TEKNOLOGI MARA (UiTM), SHAH ALAM CERTIFICATE OF TOURISM MANAGEMENT Cumulative GPA: 3.16
2004-2005	SEKOLAH MENENGAH KEBANGSAAN RAJA PEREMPUAN KELSOM, PERAK Malaysian Certificate of Education (SPM)
2001-2003	SEKOLAH MENENGAH KEBANGSAAN RAJA PEREMPUAN KELSOM PERAK Penilaian Menengah Rendah (PMR)
2000	SEKOLAH KEBANGSAAN DATIN KHADIJAH Ujian Penilaian Sekolah Rendah (UPSR)

WORKING EXPERIENCES AND JOB DESCRIPTION

July 2007
Aida Holiday Travel Agency, Ampang, Kuala Lumpur
(Clerk)

Job duties and responsibilities

- Making reservation and arranging flights, insurances and accommodation for customer
- Prepare advertising and promotional package to increase sales of services
- Excellent customer service to the customer

October 2010
B2Be Gss Sdn. Bhd, Taman Cempaka, Ipoh, Perak
(Data Entry Clerk)

Job duties and responsibilities

- Update and maintain information on computer systems and in archives
- Important to make sure information in systems is valuable if it is accurate, up to date and useable

REFERENCE

1. Mohd Fazil bin Jamaluddin
Faculty of Business Management
Universiti Teknologi Mara (UiTM) Merbok
P.O. Box 187
08400 Merbok, Kedah
H/P No: 012-3076753