

**ELIZAH BINTI ASUAN KAILANI**

**CONTACT INFO**

Address : 8518, Permatang Pasir, Alai, 75460 Melaka.

Telephone No. : 016-6432244 / 016-3443505

E – mail : d \_ rafsani@yahoo.com

I/C No : 780929 - 04 - 5444

Age : 36 years

Marital status : Married

**EDUCATIONAL BACKGROUND**

Highest Education

Level : Bachelor’s Degree CGPA : 2.42

Field of Study : Communications

Major : Corporate Communications

University : Universiti Putra Malaysia

Graduation date : August 2005

Second Highest Education

Level : Sijil Tinggi Persekolahan Malaysia ( STPM )

Institution : Sekolah Tinggi Perempuan Melaka

Year : 1997

Certification

English 1119

**EMPLOYMENT HISTORY**

1 . Company Name : -

Industry : Education

Position : Part time tuition teacher

Years working : Jan 2012 – recent

2 . Company Name : Multilink Education Consultant

Position : Education consultant

Industry : Education – Marketing and promotion

Years working : Sept 2007 – Nov 2012

Work description : i ) Recruiting students for Colleges

ii) Doing promotion tasks for colleges throughout Malaysia

iii) Arranging study loans

iv) Consulting students pertaining the study courses and its future

prospects

v ) Travel around Malaysia for marketing purposes; road shows, seminar.

vi) Dealing with education officers throughout government organizations

as well as private sectors

3. .Company Name : Century- Ed Sdn. Bhd. ( Legenda Group of Colleges )

Position : Education consultant

Industry : Education – Marketing and promotion

Years Working : Feb 2005 – Ogos 2007

4 . Employer’s Name : Jabatan Pendidikan Melaka

Position : Temporary teacher

Industry : Education

Years Working : Apr 1999 – 2004

**EXPERIENCE GAINED**

1 ) Improve communications and interpersonal communications skills.

2 ) Experience the nature of public relations and its challenges.

3 ) Develop working and thinking capabilities

4 ) Built motivated, ambitious and positive mind.

5 ) Attend motivation and leadership training courses.

6 ) Enhance public speaking skills.

**SKILLS**

MS Office & Web ( Computer Literate )

Interpersonal communication skils

Public speaking

Educating and Consulting

Marketing and Promoting

Customer servicing

**LANGUAGE**

Bahasa Melayu : Spoken and written

English : spoken and written

**COMMUNITY ACTIVITIES**

1 ) Had organized the Kuala Pilah district level of *Communication, Education and Health Day* program at Ulu Bendul Recreation Park; in cooperation with Universiti Putra Malaysia’s Distance Learning students on 17th August 2002 for the completion of *Asas Strategi Komunikasi* thesis.

2 ) Had organized a student motivation program with the topic of *Communication in Our Lifestyle,* at Institut Kota, Melaka in cooperation with Universiti Putra Malaysia’s Distance Learning students on 23rd Feb 2003 for the completion of *Pembelajaran Persendirian* thesis.

**INTEREST**

1 ) Dealing and consulting people.

2 ) Exploring new and challenging ideas.

3 ) Arranging events and road shows.

4 ) Travelling and learning cultures.

**EXPECTED SALARY**

RM 1400 above

**ADDITIONAL INFO**

I want to improve my life by committing myself as a noble Malaysian civilian that capable to hold up a contribution to Malaysia’s aspiration with my commitment, energy, effort, ideas and abilities.

**REFERENCES**

Name : Pn Mardiana Yahya

Telephone No. : 019- 6646036

Company : Multilink Education Consultant

Position : Managing Director

Name : YB Datuk Hj. Md. Yunos Bin Husin

Telephone No. : 06-2680880

Position : ADUN Ayer Molek, Melaka