

PUTRI SRI ZILFALILLAH BT UMAR

No 3, Jln IM 5/6,
IM 5, 25200 Kuantan,
Pahang Darul Makmur

Dear Sir/Madam,

I finished my study with Bachelor Degree of Business Administration in Finance from Universiti Teknologi MARA (UiTM) Dungun for 3 years with CGPA 3.85.

As per stated in my CV, I am an active participant of extra-curricular activities in university. My involvements in those extra-curricular activities have strengthened my interpersonal skills in the area of team working abilities, time management and managerial skills. With my enthusiasm and dedication to achieving success, I could swiftly surpass your expectations. I also worked as a part time store assistant and account clerk during my semester break. I met a lot of people from different background, thus improve both my communication and interpersonal skills. These experiences gave me professional and practical experiences in the field of management and that allow me to make an immediate contribution in your company. I am proficient with advanced technology and able to adapt with new work environment quickly. I also willing to learn new knowledge and skills, work hard and apply my knowledge to the best of my abilities.

With the hope that a mutual interest develop, I would be grateful if I get opportunity to join in your company soon. If you need more information about me, do not hesitate to contact me at ***putri6346@gmail.com*** or ***+6017-9145784***.

The accompanying CV can give an idea of my potential for making a worthwhile contribution to your company. I hope you view my application favorably and I am available for interview at any time. Thanks for your consideration.

Sincerely,

Putri Sri Zilfalillah Bt Umar