

Dayang Khairunnisa Datu Abdul Kadir,  
Perumahan LPPB, Lorong 8,  
No 31. Peti Surat 183, 89058,  
Kudat , Sabah.

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5 April 2017

The Human Resource Manager  
Putra & Associate

Job Application as a SL1M Training Executive (Business Management).

My name is Dayang Khairunnisa Datu Abdul Kadir and i currently looking for a job.

I am currently enrolled in the final year of the Bachelor Business Administration (Hons.) Islamic Banking at Universiti Teknologi Mara Kampus Puncak Alam Selangor and soon be graduated in Feb 2017 with current CGPA 2.94.

Previously , i successfully graduated from Universiti Teknologi Mara Kampus Kota Kinabalu in Diploma Business Administration with CGPA 2.99.

During my studies time , i love to doing part time job such as service crew , subsidiary teacher and cashier. I believe that with my work experiences i can help to contribute a great deal to your company. In addition I also have been doing my practical training for 4 months.

Other than that, i able to work under pressure , very workholic person and fast learner. I also can work without supervision , highly motivated and responsible.

Attachable with this is my resume which provides more detailed information about my profile.

I would welcome opportunity to meet with you and discuss my qualification for working in your company. I believe my training has given me skills to make a valuable contribution to your company . I look forward to hearing from you soon. I can be contact at 019-8407950 and the following email address : [anakhairun@gmail.com](mailto:anakhairun@gmail.com).

Your sincerely,

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Dayang Khairunnisa Datu Abdul Kadir.

