

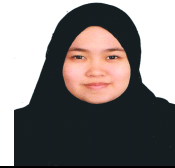
**SAFRA SYAHIRAH BINTI KHALID/941025-13-5302**

**011-26629015**

[sasya25@gmail.com](mailto:sasya25@gmail.com)

Address: Lot 3972, Lorong 4I, Taman Sourabaya Indah Jalan Bako, Petra Jaya, 93050 Kuching Sarawak

Personality : Responsible, Work hard, Clean, and independent



## **STUDY BACKGROUND**

### **HIGH SCHOOL**

**2011 :SIJIL PELAJARAN MALAYSIA ( SPM )**  
S.M.K ST TERESA (SECONDARY SCHOOL)  
: Result - PASS in 9 subjects

### **COLLEGE**

**2012 - 2014 : DIPLOMA IN HUMAN RESOURCE MANAGEMENT (DHRM)**  
City University College of Science and Technology (PJ, Selangor)  
: CGPA : 2.80

## **PROFESSIONAL SKILLS**

### **Computer Literacy**

Microsoft Word : Excellent  
Microsoft Excel : Good  
Power Point : Good

### **Language Proficiency**

Bahasa Malaysia (spoken&written) : Excellent  
English (spoken&written) : Good

## **WORKING EXPERIENCE**

### **Just Babies Satok**

**Sales Promoter**(13.April.2015 - 29.September.2015)

- Checking stock and serve customer.
- Salary : RM3.85 per hour

### **Chin Hup Hin Enterprise Sdn Bhd (PANASONIC)**

No 25, Jalan Tun Ahmad Zaidi Adruce, 93400 Kuching

**Clerk & Cashier** (5.October.2015 - 21.February,2016)

- Manage document, filing and manage every delivery for customer
- Manage every customer bills and answer phone call.
- Secretarial function. Example print all customer bills and photocopy document
- Checking stock and 'in stock' for new stock coming
- **Cashier** : Manage cashier at counter.
- Salary : RM900.00

### **Quality Damai Sdn Bhd**

Lot 2594, 2<sup>Nd</sup> Floor, Wisma Sandhu, 93050 Kuching Sarawak.

**Account Clerk** ( current job )

- Secretarial function. Example print, photocopy document and typist.
- Manage document, filing and make a Request Order for Cafe D'iariz.
- Conduct all the SALARY, EPF, ADVANCE SALARY, AND E-LEAVE for office staff
- Manage all the PENDING PAYMENT
- Salary : RM 920.00