



HASDIANA BINTI ALSIH

- Email: hasdiana.alsih@yahoo.com.my
- HP No: 016-5117976
- IC No: 940407-12-6618
- Age : 24
- Marital status : Single

OBJECTIVE

Seeking for employment where I can use my education and skills to help the company meet its goals.

SKILLS

Computer skills:

- *Stata software
- *Eviews software
- *Proficient in Microsoft Office (Word, Excel, Power Point and Publisher)

Communication skills:

- *Malay Language (Speaking and Writing)
- *English Language (Speaking and Writing)
- *Know basic mandarin

Interpersonal Skills:

- *Able to work independently with a minimum supervision or as a team
- *Friendly and able to communicate with people or stranger

REFERENCES

Madam Nurul Hidayah Binti Mat Nor
Hp No : 016-666104
(Advisor, Faculty of Business Management, Business Economics UiTM)

Madam Khairulnisa Binti Jariman
Hp no : 014-2069130
(Head of Sales and Service MBSB Sandakan SSC)

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (HONS) BUSINESS ECONOMICS
UNIVERSITI TEKNOLOGI MARA (UiTM) KOTA KINABALU SABAH
(MARCH 2015- DECEMBER 2017)
CGPA: 2.96

SIJIL TINGGI PEPERIKSAAN MALAYSIA (STPM)
SEKOLAH MENENGAH KEBANGSAAN SEGALIUD SANDAKAN (2013)
CGPA: 2.92

EXPERIENCE

WEIGHBRIDGE CLERK • PROLIFIC YIELD SDN BHD •
JANUARY 2014 – FEBRUARY 2015

- Sort out and organize all delivery notes and key in data
- Maintain proper records and filing system
- Key in data and filing reports and documents
- Dealing with customers
- Face to face customer service and over the phone

MALAYSIAN BUILDING SOCIETY BERHAD (MBSB)
SANDAKAN SSC TRAINEE
28 AUGUST 2017 – 15 DECEMBER 2017

ACHIEVEMENT AND PARTICIPATION

- Awarded Level 2 Certificate in Book-keeping and Account (LCCI)
- Awarded gold medal for undergraduate research poster war UiTM Sabah
- Committee of Istiadat konvokesyen UiTM Sabah
- Committee of Economic Debate UiTM Sabah
- Committee of Economic Forum UiTM Sabah
- Committee of Community Service Programme