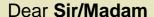
DIANA NAZIHA



Greetings,

My name is Diana Naziha Binti Jamaludin, alumni student of National University of Malaysia (UKM). Currently, I am working as general clerk at Neelian Corporation. Hence, I am writing to see if you have an available position for this job vacancy.

I am interested to be a part of the company where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth. It is also another precious opportunity for me to explore and gain knowledge as much as possible in administration field for my future preparation.

Attached herewith is my 2-page CV together with the necessary documents for your kind perusal. Should you inquire any more details, please feel free to contact at +6 012-5522615.

Looking forward to receive a positive reply from your side. Thank you and have a nice day!

Sincerely.

Diana Naziha

Diana Maziha



SOCIAL WORKER

DIANA NAZIHA

CONTACT



13 APRIL 1995



0125522615



🔀 diananaziha@gmail.com



238, Persiaran Pegoh Aman 2, Taman Desa Aman, 31500 Lahat, Perak Darul Ridzuan

EXPERTISE

MICROSOFT WORD

MICROSOFT EXCEL

MICROSOFT POWERPOINT

SPSS VERSION 2.0

STAFF DEVELOPMENT

OBJECTIVE

To be a successful person wherever at by delivering best effort in job and punctual time. While keeping good and continuous trust from others. I'm creative, independent, resourceful desired assignment or project to meet specific needs.

PROFILE

"Hello, My name is Diana Naziha Binti Jamaludin. I'm fresh graduated student in Social Work for 3 years. I live in Perak, but I worked and still working with people all the places. Take your time, check my resume, see my skills, some of my work, my experience, and when you are ready drop me a message."

EXPERIENCE

PRACTICAL STUDENT WISMA PERKESO/IPOH, PERAK/2 MONTHS

When I am practical at this company, I learn every part about management in social security policy. I have to open new file for new cases that involves incident when working time.

CASHIER/ SALES ASSISTANT GUARDIAN SDN BHD/AEON STATION 18/1MONTHS

As a cashier/ sales assistant, I need to do merchandise the guardian product systematically despite being as a good cashier in handling cash money accurately.

GENERAL CLERK NEELIAN CORPORATION/NOW

In this company, I need to helps client who have problem technically or error about accounting software that there are used for their company.

EDUCATION

DEGREE IN SOCIAL SCIENCE/ SOCIAL WORK (CGPA 3.31)

National University of Malaysia/2015-2017

MATRICULATION / ACCOUNTING

Negeri Sembilan Matriculation College/2013-2014 (CGPA 3.02)

SPM (2A2B+1B1C+3C)

SMK Raja Perempuan Ipoh/2012

ACHIEVEMENT

VOLUNTEER HIGHER EDUCATION WEEK MALAYSIA/PUTRAJAYA/2015

As a volunteer in this program, I need to keep the program flow run smoothly and systematically besides to keep clean surrounding the program areas.

VOLUNTEER PURE HEART 2.0/PUCHONG UTAMA/2017

In this program, I need to deliver the box full of material that helps poor people in continuing their life and less their burden by contribute some of their needs.

REFERENCES

Dr. Ezarina Zakaria

Head Social Work Programme Universiti Kebangsaan Malaysia (UKM) 43600 Bangi, Selangor Darul Ehsan

03-89213918

Prof Madya Datin Dr Fauziah Ibrahim

Penyelaras Program Sarjana Penyelidikan & Doktor Falsafah Universiti Kebangsaan Malaysia (UKM) 43600 Bangi, Selangor Darul Ehsan 019-3071110

PERSONAL SKILLS

CREATIVITY

ORGANIZATION

TEAM PLAY

TRAINING

TECHNICAL SKILLS

PHOTOSHOP

MS WORD

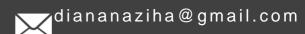
POWER POINT

COREL DRAW

CONTACT/SOCIAL



0125522615





Puteri Diana