

**Name :** HANIM SOLEHA BINTI ALIS  
**D.O.B :** 13 February 1992  
**Nationality :** Malaysian  
**Marital Status :** Single  
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21600 Marang, Terengganu.  
**Availability :** 1 Month Notice Period



## + PERSONAL CHARACTERISTICS

Trustworthy, hardworking, willing to learn, independent, can be a good teammate and willing to travel.

## + EXPERIENCE

**Mar 2016 – Oct 2016**

**MJF Tech Services, Terengganu**

Admin Executive

### Role:

- Perform administrative duty for management.
- Responsibility include filling & documentation.
- Prepare tax invoice, delivery order, cash bill and quotation.
- EPF and SOCSO preparation.
- Assist staff prepare GST report.
- Wrap the parcel for post.
- Make answer and receive call.

**Mar 2015 – Jun 2015**

**Kumpulan Sakata Sdn.Bhd, Shah Alam**

Human Resource Assistant -Internship-

### Role :

- Involve in help human resource department for smooth the management.
- Prepare salary slip.
- Filling and documentation.
- Handle fax and photostat.
- Register company trademark.

## + EDUCATION

**2013 - 2015**

**Bachelor of Business Administration (Hons.)  
International Business**

CGPA : 3.27

University Technology Mara (UiTM)

**2010 - 2013**

**Diploma in Business Studies**

CGPA : 3.40

University Technology Mara (UiTM)

## + SKILLS

### Key Competencies

- Systematic in organization
- Able to work under pressure and work effectively under minimal supervision.
- A proactive attitude with willingness to work hard, high level integrity, reliability and punctuality.

### Computer

- **Microsoft office**
- **Microsoft power point**
- **Microsoft excel**

## + LANGUAGES PROFICIENCY

English

Malay

Arabic



## + ACHIEVEMENTS IN CO-CURRICULUM

Year	Achievements / Activities	Position
2010	Dean's Award	-
2011	Beach Teakwando	Secretariat
2012	Participated in "Pertandingan Drama Bahasa Arab" UiTM	Participant
2013	Dean's Award	-
2014	International Festival 2014 (InterFest'14)	Exco Public Relation
	Academic Trip to Jakarta	Exco Multimedia
2016	Certified Graduates Enhancement Training Workshop (SL1M)	-

## + REFERENCES

1. Encik Jeffri bin Yusof,  
Manager,  
MJF Tech Services ,  
Kuala Terengganu, Terengganu.  
Contact No.: +6096244214  
Emel: mjfttech@gmail.com
2. Cik Mardiana Mustaffa,  
Human Resource Excutive,  
Kumpulan Sakata Sdn.Bhd, Shah Alam.  
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3. Puan Nurul Salizawatee binti Mahpar,  
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