

RESUME

PERSONAL BACKGROUND



Name : Mimi Asmida bt Zunkefle

Date of Birth : 21 February 1996

I.C Number : 960221-01-5598

Gender : Female

Marital status : Single

Country of Origin : Malaysia

Health : Excellent

Email Address : mimiasmida5353@gmail.com

Phone Number : 014-5005353

Address : 1331, Felda Keratong 5, 26900 Bandar Tun Razak
PAHANG DARUL MAKMUR

City : Muadzam Shah

Postal Code : 26900

State : Pahang

Country : Malaysia

EDUCATIONAL BACKGROUND

Highest Education Level : Diploma in Tourism Management

Major : Tourism

Name of Institution : Politeknik Muadzam Shah Pahang

CGPA : 3.30

Graduation Date : April 2017

Highest Educational Level : Sijil Pelajaran Malaysia

Name of Institution : Sekolah Menengah Kebangsaan Muadzam Shah, Pahang

Result : 2A, 2B+, 2C

Graduation Date : 2013

CAREER OBJECTIVE

- To obtain a challenging and responsible position where I can contribute the best skills and effort for the growth of the company.
- Having a stable and challenging career that used my personal and creativity where I can enhance skills and improve my knowledge.

SUPPLEMENTARY & STRENGTH

Willing to travel	: Yes
Willing to be relocated	: Yes
Possess Own Transport	: Depends
Driving License	: -
Expected Monthly Salary	: RM 1500 – RM 1800
Availability	: Immediately (Any time)

Personal Strength

- : Good communication skills
 - English and Bahasa Malaysia
- : Positive attitude
- : Hardworking
- : Punctual
- : Self Motivated
- : Able to work independently (shift)
- : Able to work under pressure
- : Able to learn something new

SKILLS & LANGUAGES

Languages

- Bahasa Melayu : Speaking , reading and writing
- English : Basic (speaking) , reading and writing
- Bahasa Indonesia : Speaking, reading and writing

Skills

Microsoft Office Programs	: Word
	: Power Point
	: Publisher
	: Excel
Swimming Coach	: Swim two strokes

WORKING EXPERIENCES

November 2015 – April 2016 Internship at Maiswim Sdn.Bhd.

- Work as swimming coach – teaching person
- Work as lifeguard at Complex 3K, Subang Jaya , Selangor – responsible for observing and rescue people
 - Handle administration of the office and customer service.

EXTRA-CURRICULAR ACTIVITIES

Association, Club, Sport & Games

MUADZAM SHAH POLYTECHNIC , PAHANG

- Participated in hiking camp at Gunung Ledang in 2014.
- Made an event, Tourist Guiding Technique to the junior of the deparment.
- Went to Tioman Island twice for the terrestrial activities and had many activities such As snorkelling and dinghy.
- Joining an International Cultural Programme in Batam, Indonesia.

SEKOLAH MENENGAH KEBANGSAAN MUADZAM SHAH, PAHANG

- Joining national camping for unit uniform Persatuan Kadet Bersatu Malaysia (PKBM)
- Participated in English Drama Competition for Pahang state.
- Prefect of the school from form 3 until form 5

ACHEVEMENT & AWARD

- Dean list in semester 2
- Obtained excellent student in curricular activities from The Government of Pahang Council (Yayasan Pahang)