

**SITI KHATIJAH BINTI OTHMAN**  
**BACHELOR IN SOCIAL SCIENCES WITH HONS.**  
**(ANTHROPOLOGY AND SOCIOLOGY)**

**CONTACT NUMBER : 018-9454864**  
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**PERSONAL DETAILS**

**D.O.B @ I/C** : 04/06/1993 @ 930604-07-5232  
**AGE** : 24  
**GENDER** : Female  
**RESIDENT ADDRESS** : 7648, Permatang Tok Bidan,  
13800 Sungai Dua, Butterworth,  
Pulau Pinang.  
**RACE** : Malays  
**RELIGION** : Islam  
**NATIONALITY** : Malaysian  
**MARITAL STATUS** : Single  
**EXPECTED SALARY** : RM 1300  
**CAREER** : Seeking stable and challenging career that used my  
personal capability and creativity where I can enhance my  
skills, improve my knowledge and use it for the  
improvement of company.

**WORKING EXPERIENCES / INTERNSHIP TRAINING**

**1) Jabatan Kebajikan Masyarakat**  
**(Internship Trainee )**

**(1 July 2016 - 11 Oktober 2016)**

***Job Scopes & Responsibilities :-***

- Fielding telephone calls
- Receiving and directing clients
- Word processing, creating spreadsheets and presentations
- Arranging letters, memoranda, invoices and other indexed documents according to an established system

**2) Zero Waste Kiosk, Fakulti Sains**  
**Sosial dan Kemanusiaan (FSSK), UKM**  
**(2013-2015)**

***Position : Part-time Worker***

***Job Scopes / Responsibilities :-***

- Successfully multitasked to serve more than one customer at a time
- Communicated orders to the staff and ensure that all orders were accurately and serve on time
- Restocked service areas with supplies

## EDUCATIONAL BACKGROUND

### ***Higher Education : National University of Malaysia (UKM) (2013 - 2016)***

- Bachelor in Social Sciences with Hons. (Anthropology & Sociology)
- CGPA : 3.26, Second Class Upper Holder
- Graduated in 2016

### ***2<sup>nd</sup> Higher Education : SMK Datuk Haji Ahmad Badawi, Kepala Batas, Penang (2011-2012)***

- Sijil Tinggi Pelajaran Malaysia (STPM)
- CGPA : 3.17, Second Class Upper Holder
- Graduated in 2012

### ***High School : Sekolah Menengah Kebangsaan Permatang Tok Jaya, Penang (2006 - 2010)***

- Sijil Pelajaran Malaysia (SPM) : 3A 1B 3C 3D
- Penilaian Menengah Rendah (PMR) : 6A 2B

### ***Primary School : Sekolah Kebangsaan Permatang To' Jaya (2000-2005)***

- Ujian Penilaian Sekolah Rendah (UPSR) : 3A 2B

## LEADERSHIP ACTIVITIES AND INTERESTS

2013 – 2016 : Cadet Member Of Reserve Officer Training Units (ROTU)  
2013 – 2016 : Committee of Persatuan Mahasiswa Pulau Pinang (PMPP)  
2015 : Food Committee of Program B2b (Books To Beloved) Misi Prihatin  
Kemboja 2.0  
2015 : Director of Food Committee of Pasar Percuma D'ukm 2.0  
2014 : Committee of Pasar Percuma D'ukm  
2014 : Committee of Eksplorasi Palestina 2.0  
2013 : Marketing Committee of Menara Impian  
2013 : Committee of Hijab Style

## PERSONAL SKILLS

**Computer** : Microsoft Word, Microsoft Excel, Microsoft Power Point

**Language** :

**Malay** : Writing (Excellent), Speaking (Excellent)

**English** : Writing (Moderate), Speaking (Moderate)

**Behaviours** :

- Good communication skills
- Positive attitude and self- motivated
- Able to work independently
- Able to work under pressure
- Fast learner and willing to cooperate in a team
- Willing to overcome any possible obstacle

## OTHER RELEVANT INFORMATION

- **Relevant University Courses**
  - Society and Economic
  - Methodology
  - Social Change and Development
  - Ethnographic Malaysia
  - Criminology
  - Inequality and Social Mobility
  - Family and Kinship
  - Research Method
  - Human Resources Management
  - Conflict and Crisis Management
- **Final Year Project - Academic Exercises**
  - Gaya Hidup Warga Tua dan Status Kesihatan Diri (2016)

## REFERENCE

1) Dr. Mimi Hanida Abdul Mutalib  
Head of Programme Anthropology and Sociology,  
Programme School of Social, Development and Environmental Studies,  
Faculty of Social Sciences and Humanities,  
National University of Malaysia (UKM),  
43600 Bangi, Selangor.  
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2) Prof Madya Dr. Novel Anak Lyndon  
Senior Lecturer Anthropology and Sociology,  
Programme School of Social, Development and Environmental Studies,  
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