

2017

# RESUME

**ISNURYANTY BINTI ISHAK**

***BACHELOR OF OFFICE SYSTEMS MANAGEMENT  
(HONS.)***



Isnuryanty Binti Ishak

Lot 3755, Lorong 4D Taman Sourabaya Indah  
93050, Jalan Bako Kuching Sarawak

To whom it may concern,

29th October 2017

**JOB APPLICATION FOR ANY ADMINISTRATION FIELDS**

Dear Sir/Madam.

Referring to the above matters, I am pleased to apply the job as mentioned in the subject. Along with the skills in Bachelor Degree in Office Systems Management (Hons.) I am a fresh graduate certain with my aptitude to become a central member of your company.

2. As you will note from my enclosed resume, I acquired a good understanding of principles and practices of human resource management (minor fields), planning and coordinating, document processing skills, record management, event and function, marketing communication and together with a wide ranging in administrative subjects. My ability to converse efficiently as well as my writing and analytical thinking skills was all greatly enhanced.

3. For instance, I believe my background and skills match your requirement and I am positive your company will be a perfect place for me to utilize my capabilities and confidence as well as to enhance my experience.

4. Attached here are my resume as for your perusal. I look forward to hearing from you soon and for your information I can be reached at 016-8599246 or at isnuryanty1992@gmail.com

Thank you for taking time in reviewing my resume.

Thank you.

Best regard,

**Isnuryanty**

ISNURYANTY BINTI ISHAK

ii

Enclosure



## RESUME

### ISNURYANTY BINTI ISHAK

Address : Lot 3755 Lorong 4D Taman Sourabaya Indah Jalan Bako, 93050 Petrajaya  
Kuching Sarawak

Official e-mail : [isnuryanty1992@gmail.com](mailto:isnuryanty1992@gmail.com) / [isnuryantyishak@outlook.com](mailto:isnuryantyishak@outlook.com)

Contact No : 016-8599246

Identification Card No/I.C : 920905 – 13 – 5252

Nationality : Malaysia

Race : Malay

Region : Muslim

Current Expected Salary : RM 1,700.00 Expected Salary : RM2, 300.00

#### CAREER OBJECTIVE

To develop and enhance my career in Administrative Department as well as being able to applying all my knowledge, skills and abilities towards achieving the company's goal. Moreover, seeking a responsible job in order to build a long-term career in a dynamic and stable workplace environment.

#### EDUCATION

Highest : Bachelor in Office Systems Management (Hons.)  
UNIVERSITI TEKNOLOGI MARA (UiTM) SARAWAK  
CGPA: 3.18 GPA: 3.86

Second Highest: Diploma in Office Management and Technology  
UNIVERSITI TEKNOLOGI MARA (UiTM) SARAWAK  
CGPA: 2.97 GPA: 2.97

#### ACHIEVEMENT/RESPONSIBILITY

- Dean List Student December 2015 Examination
- Head of Logistic Committee Member Academic visit to Johor Bahru & Singapore
- Protocol Committee Member Organizing a Seminar Talk on Professionalism at Workplace at Lundu.
- Bureau Activity Committee Member Organizing Dinner Talk Event (Behind the Mask) at Dormani Hotel, Kuching.
- Publicity Committee Member Organizing a Talk Event Workshop on Record Management for the students'
- Food & Beverage Committee Member Organizing Hi-Tea Event at Rajah Court, Kuching.

#### TECHNICAL SKILLS

- Microsoft Word, Microsoft Power Point, Microsoft Access, Microsoft Excel, Microsoft Publisher
- IBM SPSS Statistic 22
- Adobe Dreamweaver CS3

#### LANGUAGE SKILLS

- Bahasa Malaysia (Excellent in Writing and Speaking)
- English Language (Good in Writing and Speaking)
- Mandarin (Basic)

---

## PERSONAL SKILLS

- Able to complete the work under minimal of supervision
- Excellent written and able to communicate effectively
- Willing to learn beyond an Education Background
- Proven leadership skills and ability to motivate
- Enthusiastic as well as a very punctual person
- Highly integrity and honest in doing work
- Able to work individually and as a team
- Highly organized and systematic

---

## PRE PROFESSIONAL EXPERIENCE

- **Student Affairs Executive at SEGi College Sarawak**  
(Joining Skim Latihan 1 Malaysia, SL1M Green Programme under Khazanah Nasional Berhad)  
Duration: 6 months OJT  
**Absorbed by Contract: Effective on 1<sup>st</sup> November 2017 – 1<sup>st</sup> June 2018**
- **Administrator at Kuching North City Hall (DBKU)**  
(Internship Student; Final Year)  
Duration: 3 months (2015)
- **Baker/Service Crew at Playground Café Kuching**  
Duration: 3 month (2016)
- **Crew Service Member of Secret Recipe**  
Duration: 3 month (2016)
- **Kitchen Helper at Club Golf Sarawak/Part-time**  
Duration: 9 month (2015)
- **Human Resource Assistant (HRA) at HMN Nadhir Sdn. Berhad**  
Duration: 1 month (2013)  
Reason to leave: Getting Offer to pursuing studies in Bachelor Degree Level

---

## REFERENCES

1. **Mdm. Rozita Bt. Hanapi (019 -3930148)**  
Position: Course Coordinator Industrial Degree Program/Lecturer, Faculty of Business Management, UiTM 94300 Jalan Marenek Kota Samarahan, Sarawak
2. **Mr. Harisman Suhaili (014 -6829273)**  
Position: Supervisor Industrial Training (Head of Admin. Unit) Kuching North City Hall, 93050 Jalan Bukit Siol, Kuching
3. **Mdm. Kelly Lee Chow Hui (012- 3271010)**  
Position: Manager Cum-Counsellor Student Affairs SEGi College Sarawak, Jalan Bukit Mata Kuching.



**LEMBAGA PEPERIKSAAN  
EXAMINATIONS SYNDICATE**

Calon yang tersebut namanya di bawah telah mengambil  
Peperiksaan Sijil Pelajaran Malaysia dan dianugerahkan

**SIJIL PELAJARAN MALAYSIA**

Calon ini telah mencapai kelulusan seperti yang tercatat di bawah  
bagi mata pelajaran berkenaan.

**ISNURYANTY BINTI ISHAK**

920905-13-5252 SK237A081

SMK ST MARY, KUCHING

**Mata Pelajaran**

*Subject*

BAHASA MELAYU  
BAHASA INGGERIS  
PENDIDIKAN ISLAM  
SEJARAH  
MATHEMATICS  
SCIENCE  
KESUSASTERAAN MELAYU  
GEOGRAFI  
EKONOMI ASAS  
EKONOMI RUMAH TANGGA

**Gred**

*Grade*

B+ (KEPUJIAN TERTINGGI)  
B (KEPUJIAN TINGGI)  
B+ (KEPUJIAN TERTINGGI)  
B (KEPUJIAN TINGGI)  
E (LULUS)  
B (KEPUJIAN TINGGI)  
A- (CEMERLANG)  
B (KEPUJIAN TINGGI)  
C (KEPUJIAN)  
C+ (KEPUJIAN ATAS)

JUMLAH MATA PELAJARAN SEPULUH

PEPERIKSAAN TAHUN 2009

090393931

**A 00575500**

Pengarah Peperiksaan  
Director of Examinations

Kementerian Pelajaran Malaysia  
Ministry of Education Malaysia

UiTM1330339



# UNIVERSITI TEKNOLOGI MARA

*It is hereby certified that*

***Isnuryanty Binti Ishak***

*having followed the approved programme of study in the*

***Faculty of Business Management***

*and having passed the examinations and having*

*fulfilled all other conditions prescribed by the*

*University is hereby awarded*

***Diploma in Office Management and Technology***

*this 9th day of November 2013*



*Vice Chancellor*

*Registrar*

UiTM1624068



# UNIVERSITI TEKNOLOGI MARA

*It is hereby certified that*

***Isnuryanty Binti Ishak***

*having followed the approved programme of study in the*

***Faculty of Business Management***

*and having passed the examinations and having*

*fulfilled all other conditions prescribed by the*

*University is hereby awarded the degree of*

***Bachelor in Office Systems Management (Hons.)  
Second Class (Upper)***

*this 9th day of August 2016*



  
Vice Chancellor  
  
Registrar



# Official Transcript

UNIVERSITI TEKNOLOGI MARA  
40450 SHAH ALAM, SELANGOR, MALAYSIA



NAME : ISNURYANTY BINTI ISHAK  
FACULTY : FACULTY OF BUSINESS MANAGEMENT  
PROGRAMME : BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS.)  
STUDENT NUMBER : 2013985623  
GENDER : FEMALE  
DATE OF BIRTH : 05/09/1992  
IC/PASSPORT NUMBER : 920905135252  
CITIZENSHIP : MALAYSIAN  
SESSION ADMITTED : NOVEMBER 2013  
STATUS : COMPLETED  
GRADUATION : OCTOBER 2016

PAGE 1 OF 2

CODE	CREDIT	COURSE	GRADE
------	--------	--------	-------

THESE SUBJECTS WERE EXEMPTED

ACC408	3.00	INTERMEDIATE FINANCIAL ACCOUNTING AND REPORTING	
ASM401	3.00	FUNDAMENTALS OF BUSINESS	
ASM402	3.00	INFORMATION AND COMMUNICATION TECHNOLOGIES IN ORGANIZATIONS	
ASM403	3.00	ADMINISTRATIVE PROCEDURES	
ASM404	3.00	COMMUNICATION FOR PROFESSIONALS	
ASM451	3.00	RECORDS MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS	
ASM452	3.00	END USER APPLICATIONS	
ASM453	3.00	ADMINISTRATIVE MANAGEMENT	
ASM454	4.00	INTERNET TECHNOLOGY AND WEB DESIGNING	
CTU551	2.00	ISLAM AND ASIAN CIVILIZATION	
ECO415	3.00	ECONOMICS	
ELC400	2.00	PREPARATORY COLLEGE ENGLISH	
HBU111	1.00	NATIONAL KESATRIA I	
HBU121	1.00	NATIONAL KESATRIA II	
HBU131	1.00	NATIONAL KESATRIA III	
TMC401	2.00	INTRODUCTORY MANDARIN (LEVEL I)	
TMC451	2.00	INTRODUCTORY MANDARIN (LEVEL II)	

GPA : 0.00 CGPA : 0.00  
HOURS EARNED : 0.00 ( 0.00 )

SEMESTER 2 2013/2014

ASM501	3.00	ADVANCED RECORDS MANAGEMENT	B+
ASM502	4.00	ADVANCED END USER APPLICATIONS	B-
ASM503	4.00	PERSONNEL ADMINISTRATION AND MANAGEMENT	A-
ASM504	3.00	COMMUNICATION FOR ADMINISTRATIVE PROFESSIONALS	B-
ELC500	2.00	ENGLISH FOR ACADEMIC READING	B+
MKT547	4.00	MARKETING COMMUNICATION	B
TMC501	2.00	INTRODUCTORY MANDARIN (LEVEL III)	B

GPA : 3.09 CGPA : 3.09  
HOURS EARNED : 22.00 ( 22.00 )

SESSION 1 2014/2015

ASM551	4.00	NETWORKING AND TELECOMMUNICATION SYSTEMS	B-
ASM552	4.00	PROJECT MANAGEMENT	C
ASM553	4.00	ADMINISTRATIVE OPERATION SYSTEMS	B-
HRM549	4.00	HUMAN RESOURCE DEVELOPMENT	A-
IBM530	3.00	INTRODUCTION TO INTERNATIONAL BUSINESS	A-
MGT534	4.00	ORGANIZATIONAL BEHAVIOUR	A-

GPA : 3.03 CGPA : 3.08  
HOURS EARNED : 23.00 ( 45.00 )

- This transcript is valid when it bears the signature on behalf of the Registrar and the embossed seal of Universiti Teknologi MARA.
- See reverse for explanation of grading system.
- Release of this information to a third party requires written consent from the student.

D 0562222



# Official Transcript

## UNIVERSITI TEKNOLOGI MARA

40450 SHAH ALAM, SELANGOR, MALAYSIA



NAME : ISNURYANTY BINTI ISHAK  
FACULTY : FACULTY OF BUSINESS MANAGEMENT  
PROGRAMME : BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS.)  
STUDENT NUMBER : 2013995623  
GENDER : FEMALE  
DATE OF BIRTH : 05/09/1992  
IC/PASSPORT NUMBER : 920905135252  
CITIZENSHIP : MALAYSIAN

SESSION ADMITTED : NOVEMBER 2013  
STATUS : COMPLETED  
GRADUATION : OCTOBER 2016

PAGE 2 OF 2

CODE	CREDIT	COURSE	GRADE
------	--------	--------	-------

### SESSION 2 2014/2015

ASM601	4.00	RESEARCH METHODS	B
ASM652	3.00	BUSINESS PROCESS	B+
ASM653	3.00	SYSTEMS DESIGN AND DEVELOPMENT	B-
CTU555	2.00	MALAYSIAN HISTORY	B+
ENT530	3.00	PRINCIPLES OF ENTREPRENEURSHIP	B
EW661	2.00	ENGLISH FOR REPORT WRITING	B-
HRM544	4.00	PERFORMANCE MANAGEMENT	B

GPA : 3.00 CGPA : 3.04  
HOURS EARNED : 21.00 ( 66.00 )

### SESSION 1 2015/2016

ASM661	8.00	INDUSTRIAL TRAINING	A
ASM662	8.00	ACADEMIC PROJECT	A-

GPA : 3.86 CGPA : 3.18  
HOURS EARNED : 14.00 ( 80.00 )

NO ALTERATION OR ADDITION IS HEREBY AUTHORIZED.  
THIS TRANSCRIPT IS ISSUED BY THE OFFICE OF REGISTRAR.

  
FOR REGISTRAR  
DATE : 27/09/2016

- This transcript is valid when it bears the signature on behalf of the Registrar and the embossed seal of Universiti Teknologi MARA.
- See reverse for explanation of grading system.
- Release of this information to a third party requires written consent from the student.

D 0562223



# UNIVERSITI TEKNOLOGI MARA

*has the pleasure in awarding the*

**Bachelor in Office Systems Management (Hons.)**

***DEAN'S AWARD***

*to*

**ISNURYANTY BINTI ISHAK  
(UiTM MATRIC : 2013995623)**

*This award is given on*

**December 2015 Examination**

*as an acknowledgement of  
the excellent academic achievement of the recipient.*

**DEAN**

**Faculty of Business and Management**