

## RESUME



### 1.0 PERSONAL INFORMATION

Full Name : Ruzaini Binti Salamun  
IC No : 930327-12-6408  
Date of Birth : 27 March 1993  
Place of Birth : Kampung Forest, Sandakan, Sabah.  
Age : 24 Year at 2017  
Sex : Female  
Marital Status : Single  
Religion : Islam  
Nationality : Malaysian  
Permanent Address : Felda Sahabat 04 Blok 05,  
P/S 78 Cenderawasih,  
91150 Lahad Datu,  
Sabah.  
Correspondence Address : D/A Rozinah Salamun,  
Loji Janakuasa Biomass Sahabat,  
P/S 246 Cenderawasih,  
91150 Lahad Datu,  
Sabah.  
Tel No : 014-5577931  
E-mail : [ruzainibintisalamun@gmail.com](mailto:ruzainibintisalamun@gmail.com)

## 2.0 OBJECTIVE

- To seek an employment with a company where I can use my talents and skills to grow and expand the company.

## 3.0 EDUCATION BACKGROUND

### 3.1 Highest Education

Name of Institution	Universiti Malaysia Sabah (UMS), 2012
Name of Bachelor	Bachelor of Engineering with Honors
Courses	Civil Engineering
Thesis Title	Modelling Students of Tun Mustapha Residential College Readiness To Cycling At University Malaysia Sabah. <ul style="list-style-type: none"><li>• Development of model transport regarding to the necessity of facilities on cycling activity in Universiti Malaysia Sabah (UMS).</li></ul>
CGPA	2.96

### 3.2 Matriculation Program

Name of College	Kolej Matrikulasi, Labuan
Grade	3 A- 1B
CGPA	3.48
Courses	Science

### 3.3 Secondary Education

Name of School	Sek. Men. Keb. Desa Kencana Kluster, Lahad Datu, Sabah
Certificate	Malaysia Certificate Education (MCE) / Sijil Pelajaran Malaysia (SPM), 2010
Grade	2A 2A- 1B 1C+ 3C
Certificate	Lower Secondary Evaluation (LSE) / Penilaian Menengah Rendah (PMR), 2008
Grade	7A 1C

### 3.4 Primary Education

Name of School	Sek Keb Sahabat 04, Lahad Datu, Sabah.
Certificate	Primary School Evaluation Test ( PSET) / Ujian Penilaian Sekolah Rendah (UPSR) , 2005
Grade	1B 4C

## 4.0 AWARDS

No	Awards	Year	Location
1	Anugerah Pelajar Lulus UPSR	2005	SK Sahabat 4, Lahad Datu
2	Anugerah Pelajar Mendapat 6A Ke Atas	2008	SMK Desa Kencana, Lahad Datu
3	Anugerah Sebagai Ketua Peserta Perempuan Dalam Kem Kecemerlangan Matematik Tambahan SPM 2010	2010	Kolej Integrasi Ilmu (Kolej Kini), Felda Sahabat
4	Peserta Terbaik (Kategori Perempuan) dalam Perkemahan Bersepadu ke 7, SMK Desa Kencana	2010	Pusat Rekreasi Taliwas, Lahad Datu
5	Anugerah Kerana Menjalankan Tugas Dengan Jayanya Dalam Badan Pengawas	2010	SMK Desa Kencana, Lahad Datu

## 5.0 ACTIVITIES AT IPTA, UNIVERSITI MALAYSIA SABAH

No	Activities	Position	Year
1	Bridge Construction Competition	Participant	2013
2	Site Visit To Indah Water Treatment Plant Labuan	Participant	2015
3	Sustainability Week (Jungle Trekking)	Participant	2015

## 6.0 PROGRAMS OR ACTIVITIES AT LABUAN MATRICULATION COLLEGE

<b>Bil.</b>	<b>Activities</b>	<b>Position</b>	<b>Year</b>
1	Larian Serentak 1Murid 1Sukan 1Malaysia 2011	Participant	2011
2	Penyegaran Jati Diri Belia Peringkat Wilayah Persekutuan labuan	Participant	2011
3	Pertandingan Bola Tampar Karniva Kokurikulum 2012	Participant	2012

## 7.0 EXPERIENCES IN DISCIPLINARY UNIT AND ASSOCIATION AT SECONDARY SCHOOL

### 7.1 Position in School Disciplinary Unit

<b>No</b>	<b>Position</b>	<b>Year</b>
1	School Prefect	2006
2	School Prefect	2007
3	School Prefect	2008
4	School Prefect	2009
5	School Prefect	2010

### 7.2 Positions in Association

<b>Assocation</b>	<b>Position</b>	<b>Year</b>
Persatuan Pandu Puteri Malaysia , SMK Desa Kencana	Vice President	2007

### 7.3 Co – Curricular Activities

<b>No</b>	<b>Activities</b>	<b>Achievement</b>	<b>Year</b>
1	Pertandingan Kawad Kaki Unit Beruniform	2 <sup>nd</sup> Place	2006
2	Perkhemahan Bersepadu Peringkat Dalaman	2 <sup>nd</sup> Place	2008
3	Pertandingan Kawad Kaki Peringkat Dalaman	1 <sup>st</sup> Place	2008

4	Pertandingan Kawad Kaki Peringkat Daerah Lahad Datu	1 <sup>st</sup> Place	2009
5	The Tarik Competition Sempena English Week Programme	1 <sup>st</sup> Place	2010
6	Pertandingan Kawad Kaki Unit Beruniform Sukan Sekolah kali ke -14	1 <sup>st</sup> Place	2010
7	Perkhemahan Bersepadu ke 7 SMK Desa Kencana	1 <sup>st</sup> Place	2010
8	Pertandingan Kawad Kaki, Karnival Silam 2010	1 <sup>st</sup> Place	2010

## 8.0 OTHERS ACTIVITIES

No	Activities	Position	Year
1	Program Belia Benci Dadah Anjuran Felda	Participant	2006
2	Kejohanan Olahraga MSSG Lahad Datu	Participant	2007
3	Program Rakan Muda Wawasan Desa Parlimen Silam P.188 Silam	Participant	2008
4	Program English Outdoor Camp	Participant	2009
4	Program Kembara Kerjaya Anjuran Petrosains The Discovery Centre <sup>TM</sup>	Participant	2009
5	Program Karnival Silam 2010	Participant	2010
6	Kem Kecmerlangan Matemaik Tambahan SPM 2010	Participant	2010
7	Program Transformasi Generasi Baru Felda	Participant	2011

## 9.0 WORK EXPERIENCE

1. Company Name : Felda Global Ventures Plantation ( Malaysia) Sdn Bhd
2. Position : Industrial Training Student
3. Location of Company : Felda Global Ventures (Malaysia), Lahad Datu, Sabah
4. Duration of Work : 22 June – 28 August 2015
5. Allowance : RM 450.00
6. Responsibilities:

- To be responsible for the supervision and monitoring work in accordance with the contracts and construction drawings.
- To assist in checking plan and coordinate design and planning works.
- To report the progress of site activities.
- Attend site and project meeting.
- To prepare Bills of Quantities.

## 10.0 SKILLS / STRENGTH

1. Excellent in microsoft Office such as Microsoft word, Power Point, Microsoft Excel and AutoCAD.
2. Able to work under pressure and meet tight deadlines.
3. Able to communicate in English and Bahasa Malaysia.
4. Able to handle activities and programme (event management).
5. Discipline, hardworking, responsible, independent, active person and self-motivated.
6. Ability to follow instructions clearly and create comfortable environment.
7. Versatility, adaptability and willingness to tackle new responsibilities

## 11.0 EXPECTED SALARY

RM 1,800 – RM 2,000 (Negotiable)

## 12.0 REFERENCES

Name	Dr Mohd Azizul Bin Ladin	Salinah Binti Dullah
Position	Head of Civil Engineering Programme	Lecturer of Civil Engineering Programme
Location Of Company	Universiti Malaysia Sabah 88999 Kota Kinabalu, Sabah	Universiti Malaysia Sabah 88999 Kota Kinabalu, Sabah
Email	azizul@ums.edu.my	salinahd@ums.edu.my
Tel. No	013-3907456	010-9312575

