

**SITI NAQISYAH BINTI KAMARUDDIN**

41, Jalan Murai, Taman Pekan Baru,

34200 Parit Buntar, Perak

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EDUCATION BACKGROUND:

Universiti Kebangsaan Malaysia (2012)

Bachelor of Science (Hons) Plant Biotechnology

OBJECTIVES:

I am currently looking for a full-time position in a biotechnology related job that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

EMPLOYMENT HISTORY:**AS Asas Satu Enterprise - REDOne PNC (April 2015-present)**

Clerk

- Handling administration tasks such as data entry, filing, and weekly report.
- Create weekly report and handle cash management involving the collection, handling, and usage of cash.
- Conduct cash transactions with customers and provide a receipt to customer paying in person.
- Enter transactions into accounts receivable system, cash register or cash receipt journal/log
- Assist REDOne customer who wants to pay bills, new registration and any case regarding REDOne.
- Ensure that each customer receives great service by providing a friendly environment.

Padiberas National Berhad (BERNAS) (December 2013-August 2014)

Admin Assistant

- Assist in buying and selling paddy.
- Check the quality of the paddy to decide the price and subsidy given to farmer

YTL Communications SDN BHD (May 2013-November 2013)

Call Verification Agent

- Place outbound calls to customer in database for entire region.
- Educate customers on plans and verify their personal details such as NRIC number and plan that they registered.
- Complete all calls and document all call information according to standard operating procedures
- Planned daily activity in coordination with company goals.

Sekolah Menengah Kebangsaan Pekan Baru (March 2013-May 2013)

Substitute Teacher

- Prepare teaching plans for English and Science subject.
- Formulate teaching plans for non-performing students.
- Prepare exam questions.

Malaysian Palm Oil Board (MPOB)

Intern Student

- Assist expert researcher in conducting experiments and managing research projects.
- Conduct experiment under the guidance of head researchers and collect required information for statistical analysis.

RESEARCH AND DEVELOPMENT DURING STUDY:

Expression analysis putative microRNA pmi-mir003 in *Polygonum minus*

- To study the expression pattern of microRNA (miRNA) in the leaves, roots and stem of *Polygonum minus*.
- This involved propagation of *Polygonum minus* in MS medium through tissue culture technique, isolation of total RNA using modified Lopez-Gomez protocol, extraction of low molecular weight (LMW) RNA and Reverse Transcriptase-PCR technique.

SUMMARY:

- Proficient in MS office applications.
- A team player with strong technical skills.
- Fluent in Malay and English (oral and written).
- Passion for learning, high stress tolerance and committed to work.
- Possess good interpersonal and communication skills.
- Familiar with all laboratory equipment and materials.
- Possess own transport.
- Expected salary: RM2500.

PERSONAL REFERENCES

Shaun Koh (Senior Manager Bussiness Operation)

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