



SHAFINAS BINTI SULAIMAN

ADDRESS : KG. BAKIAU, P/O BOX 1820, 89008 KENINGAU, SABAH



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shafinassulaiman@yahoo.com

PERSONAL DETAILS

Date of Birth : 15/11/1991
Gender : Female
Place of Birth : Keningau
Religion : Islam
Nationality : Malaysian

EDUCATIONAL BACKGROUND

2013-2016: Universiti Utara Malaysia (UUM)
Bachelor in Islamic Finance and Banking (Hons)
CGPA: 3.49
2009-2012: Politeknik Kota Kinabalu (PKK)
Diploma in Business Management
CGPA: 3.57
2004-2008: SM. ST. Francis Xavier, Keningau
SPM: Pass with 8 Credits

INTERNSHIP EXPERIENCES

Feb 2016 – Jun 2016

Bank Kerjasama Rakyat Malaysia Berhad Keningau Branch

Position: Industrial Trainee

Attachment: Documentation, Financing, Operation and Recovery Unit

Documentation Unit: -

- Have been exposed in processing client's documents and monitoring documentation daily activities.

Financing Unit: -

- Great exposure on promoting financing rate to existing clients.
- Managed getting potential client.

Operation Unit: -

- Involved in assisting clients to open account at the bank and maintaining client's documents.

Recovery Unit: -

- Have been exposed in filing client's CTOS record summary.

Nov 2010 – Apr 2011

Hotel Perkasa Keningau

Position: Industrial Trainee

Attachment: Admin and Account Department

Admin and Account Department: -

- Given responsibility to manage daily general accounting activities and maintaining documents.
- Have been exposed to administration activities.
- Involved in F&B Department activities such as serving and preparing hall for upcoming event.

LANGUAGE SKILLS

Malay : ★★★★★

English : ★★★★★

SOFTWARE SKILLS

Microsoft Words ●●●●●

Microsoft Excel ●●●●●

Microsoft Powerpoint ●●●●●

Windows Movie Maker ●●●

Networking ●●●●

Photo Editor ●●●

SPSS ●●

UBS ●

EXTRA CURRICULAR ACTIVITIES

2013-2015 (UUM)

Committee member of Go-Kart Club
Committee member of Kelana Siswa
Participant of Adhoc Sabah UUM
Participant of Kembara Club
Participate in Islamic Capital Market by SIDC

2009-2012 (PKK)

Committee member of Commerce Dept. Club
Committee member for FYP program
Participant of Operasi Khidmat Masyarakat
Participate in UBS Computerised Accounting Practical

2004-2008 (SM.SFX)

Chief Assistant of the Library
Committee member of Scout
Participant of Pencinta Alam Club

HONOURS AND AWARDS

- Recipient of Head Department Awards with achievement of pointers 3.5 above in Diploma Business Management at Politeknik Kota Kinabalu, Sabah.
- Recipient of Dean Awards in semester 1,2 and 4 at Universiti Utara Malaysia, Sintok, Kedah.
- Pass in examination for Islamic Financial Planner Certificate under IBFIM at Universiti Utara Malaysia, Sintok, Kedah.

REFERENCE

Name	:	Roslan Bin Tuah
Position	:	Branch Manager Assistant
Company	:	Bank Kerjasama Rakyat Malaysia Berhad Keningau Branch
Contact number	:	087 - 341 501
Email	:	roslan_tuah@bankrakyat.com.my