

CURRICULAR VITAE



PERSONAL DETAILS

Name : Suhaila binti Mat
Address : Lot 1167 lorong 2D, Piasau Jaya Fasa 2, 98000 Miri, Sarawak.
Tel No. : 012-8047932/ 010-9765193
E-mail : suhailamat03@gmail.com
Date of Birth : 17th march 1993
Marital Status : Single
Race/Religion : Malay/ Muslim

EDUCATION BACKGROUND

2014 - 2017	<u>Universiti Teknologi MARA (UiTM) Campus Puncak Perdana, Shah Alam</u> Bachelor of Information Science (Hons) Library Management CGPA: 3.45
2011 – 2014	<u>Universiti Teknologi MARA (UiTM) Kampus Samarahan</u> Diploma in Information Management CGPA 3.25
2014	Malaysian University English Test (MUET) - Band 2
2006 - 2010	<u>SMK Dato Permaisuri, Miri Sarawak</u> Sijil Pelajaran Malaysia (SPM) Penilaian Menengah Rendah (PMR)
2000 - 2005	<u>SK Anchi, Miri Sarawak</u> Ujian Peperiksaan Sekolah Rendah (UPSR)

ACHIEVEMENTS

- ❖ Received Dean Awards for Bachelor of Information Science (Hons) Library Management during semester June 2016.(UiTM)
- ❖ Received Dean Awards for Diploma in Information Management during Semester April 2013 (UiTM).
- ❖ Best student (Third place) in SMK Dato Permaisuri (2010).
- ❖ Participated in choir final competition of patriotic songs in Miri region and Sarawak state level (2009).
- ❖ Participated in Independence Formation in Sarawak state level (2007).

COURSE ATTEND

Year	POSITION	PROGRAMS
2016	Member of protocol bureau	National Seminar On Information Security and Ethics
2016	Assistant Librarian	Program set up mini library at Masjid At-Takwa, Taman Tun Dr. Ismail, Kuala Lumpur.
2015	Participant	Program Library System Management, Books and Decoration School Resource Centre with Lecturer and Students from Faculty Information Management MRSMBesut, Terengganu
2014	Treasurer	Borneo Knowledge Discovery: Information Vecto in Sabah
2013	Treasurer	Sayang Gaza, Sayang Palestin in UiTM Sarawak
2013	Treasurer	I'm Youth Festival in UiTM Sarawak
2013	Participant	Content Management System Workshop, UITM Kota Samarahan, Sarawak
2012	Participant	Team Building INFORMS 2012

CO-CURRICULAR ACTIVITIES

ACTIVITIES	YEAR	MEMBERSHIP STATUS / POST	ACHIEVEMENT / PERFORMANCE
SPORTS/GAMES	2010	Member of 'Petanque Club'	Active
CLUBS/ASSOCIATION	2009-2010	Treasurer 'Choir Club'	Active
UNIFORM BODIES	2006-2010	Member of 'Puteri Islam Club'	Active
SPECIAL DUTIES	2009 -2010	Head of Bureau of 'Prefects School'	Active & Excellent

SKILL & STRENGTHS

- ❖ Excellent in reading, writing and speaking in English, Malay and Local Dialect.
- ❖ Good in computer software
 - Microsoft Office (Microsoft words, excel, power point and publisher)
 - Adobe software(In design, Photoshop, illustrator, etc)
- ❖ Experience in handling formal events and corporate social events.
- ❖ Experienced work in team

WORKING EXPERIENCED

COMPANY NAME	POSITION	PERIOD (YEAR)	JOBSCOPE
CENTRE FOR ACADEMIC INFORMATION SERVICE (CAIS), UNIMAS	Internship Student	2016 Aug-Dec	Involve in management works in library field, completed various multitasking work and organized events that related to the organization.
BORMAS (M) SDN. BHD	Assistant Photostat	2011 May- Oct	Involve in customers service by fulfilling and dealing their requests.
BOULEVARD HYPERMARKET& DEPARTMENTAL SDN BHD	Sales Assistant (Part time)	2008-2013 (School holidays and semester break)	Mainly appointed to handle the strategy making process of the sales department and ensure better sales figure in females wears department and also has experience in store check and dealing directly with customers.

OTHER INFORMATIONS

- ❖ Co-operative & easy to work in team is my specialty while in working, associations and clubs.
- ❖ I am also able to work independently with minimum supervision and also hardworking person.
- ❖ I am willing to learn and I am fast learner.
- ❖ Able to work under pressure and work long hours.
- ❖ Cool & professionalism personality can make any challenges done wisely.
- ❖ Planning & Listing skills for prior task which is can be done in a lean progress.
- ❖ Creative thinking skills is my ability which is helps in generate value added to company.
- ❖ Willing to traveling is opportunity for me to spread my knowledge and gain experience.

SALARY EXPECTATION

- ❖ RM1200 (Negotiable)

AVAIBILITY

- ❖ Able to work immediately.

REFERENCES

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| Name | : Encik Noor Zaidi Sahid |
| Telephone No | : 019-3287226/ 03-79622101 |
| E-mail | : zaidisahid@salam.uitm.edu.my |
| Position | : Senior Lecturer |
| Company | : Universiti Teknologi MARA (UiTM) |
| Address | : Information Management Faculty, Universiti Teknologi MARA (UiTM) Puncak Perdana,
Shah Alam, Selangor Darul Ehsan |
| Relationship | : Lecturer /Academic Advisor |
- | | |
|--------------|--|
| Name | : Puan Nurul Huda Izzati bt Jamil |
| Telephone No | : 014-9306385/ 082-677238 |
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| Position | : Lecturer |
| Company | : Universiti Teknologi MARA (UiTM) |
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Sarawak. |
| Relationship | : Lecturer/ Academic Advisor |