



## Aini Ruwaida Binti Zulkipli

### Contact Details

Address : 23 A, Kg Dalam Kota, Mukim Lepai, 05350 Alor Setar, Kedah  
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### Personal Particulars

Age : 27 years old  
Date of Birth : 16 February 1990  
Nationality : Malaysia  
Gender : Female  
Marital Status : Single  
IC No. : 900216-09-5066

### Qualification

Qualification : Degree  
Field of Study : Islamic Studies (Syariah)  
Institute/University : University Sultan Zainal Abidin, Kuala Terengganu, Malaysia  
Graduation Date : 07 Dec 2014

Qualification : Primary/Secondary School/STPM/"O" Level  
Field of Study : Economy  
Institute/University : Sekolah Menengah Kebangsaan Agama Kedah, Alor Setar, Malaysia  
Graduation Date : Dec 2009

Qualification : Primary/Secondary School/SPM/"O" Level  
Field of Study : Economy  
Institute/University : Maktab Mahmud Alor Setar, Alor Setar, Malaysia  
Graduation Date : Dec 2007

### Skills

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Years	Proficiency
Microsoft Word & Power Point	4	Advanced
Microsoft Movie Maker	2	Intermediate
Microsoft Excel	1	Beginner

## Languages

(**Proficiency**: 0=**Poor** - 10=**Excellent**)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	6	6
Arabic	5	6

## Employment History

Company Name : Hijrah Cafe  
Position Title : Waitress and Cashier  
Specialization : Food and Beverages Service  
Industry : Restaurants  
Duration : 15 Jan 2010 – 29 Jun 2010  
Monthly Salary : MYR 900

Company Name : Syariah High Court  
Position Title : Practical Student  
Specialization : Syariah Law  
Industry : Kedah Syariah Judiciary Department  
Duration : 24 Jun 2012 – 13 Sept 2012  
Monthly Salary : -

Company Name : Gabungan Pelajar Melayu Semenanjung (GPMS) Negeri Kedah  
Position Title : Secretary  
Specialization : Secretarial/ Personal Assistant  
Industry : NGO's  
Duration : 01 June 2015 – 31 August 2015  
Monthly Salary : MYR 1200

Company Name : Sekolah Kebangsaan Sri Gunong  
Position Title : Alternate teacher  
Specialization : Malaysian teacher's Program (Islamic Education)  
Industry : Education  
Duration : 20 August 2015 – 05 October 2015  
Monthly Salary : MYR 100 (Daily)

## Job Preferences

Expected Monthly Salary :  
Willing to Travel : Moderate  
Willing to Relocate : Will Consider  
Driving License : B2 & D

## Personal Qualities

1. Be able to work independently or in groups depending on the work's requirement.
2. Good communication and collaboration skills with a sense of responsibility.
3. Willing to learn and to be corrected and co-operative.
4. Ready to accept new challenges as well as eager to learn new knowledge.