

SITI NABILAH BINTI ABDUL MALEK

No 112, Lorong Kancil 7/1,
Taman Kancil,
09600 Lunas, Kedah.

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WORKING EXPERIENCES**Logix Express Sdn Bhd****Internship Student Jan 2016 – May 2016**

- Prepare and update monthly report of trucking
- Prepare Purchase Order and Purchase Requisition
- Prepare report diesel usage of Company
- Update latest of FCZ pass application for staffs and lorry

Coolblog Dessert Sdn Bhd**Supervisor May 2014 – September 2014**

- Prepare documentation and maintaining of inventory stock
- Processes and approved invoices for payment
- Conducting induction of new staffs
- Train workers in beverage preparation and safety procedures
- Compile and balance cash receipts at the end of the day or shift

Penang Port Sdn Bhd**Internship Student Dec 2011- May 2012**

- Prepare retirement list and update weekly
- Filled and updated monthly budget for HR Department
- Prepared and process Import and Export form
- Answering incoming call from the customers

PERSONAL DETAILS

Date of birth : 21th Jul 1992

Age : 25 years old

NRIC : 920721-07-5216

Nationality : Malaysia

Race : Malay

Religion : Islam

Sex : Female

Marital Status : Single

EDUCATION BACKGROUND

High Education

Level : Bachelor Degree
Course : Bachelor of Industrial Logistics (Hons)
Major : Logistics Management
Institute : University Kuala Lumpur,
(UNIKL-MITEC)

Second Education

Level : Diploma
Course : Logistics and Supply Chain Management
Institute : Politeknik Seberang Perai
Location : Seberang Perai, Pulau Pinang
Year of Graduation : Jun 2013

Secondary School

Level : Sijil Pelajaran Malaysia
School : SMK Bakti Tasek Gelugor
Location : Pulau Pinang
Year of Graduation : December 2009

SKILLS

IT Proficiency	Microsoft Office –MS Words , Power Point and Excel
Speaking Proficiency	Malay Language and English Language

REFERENCES

Industrial Training Coordinator
University Kuala Lumpur-UniKL MITEC
Mohd Haziq Bin Zakaria
07-3812400 (ext: 2508)
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