

SITI HAJAR BINTI MUHAMMAD IDRIS

920526-02-5598

013-4153764

hajarmuhdidris@gmail.com

Lot 2, Taman Perumahan Al- Azhar,

Mukim Gelong, 06000 Jitra

Kedah Darul Aman.



EDUCATION

- KOLEJ UNIVERSITI INSANIAH
 - Bachelor Of Business Administration With Honours
 - Current CGPA : 3.39
 - Graduated On September 2016
- Diploma In Business Administration
 - Current CGPA : 3.48
 - Graduated On October 2015
- SEKOLAH MENENGAH KEBANGSAAN PULAU NYIOR
 - Sijil Pelajaran Malaysia (SPM)
 - Results : 1a 4b 3c 1d
 - Year 2010

WORK EXPERIENCE

- TADIKA AL- AZHAR (Year 2010)
 - As an assistant
- TENAGA NASIONAL BERHAD (TNB) JITRA, KEDAH (Dec 2013 – April 2014)
 - Industrial Trainee
 - Key In Petty Cash, customer service
- TUITION CENTRE (Year 2014)
 - As a clerk
 - Handle registration of student and fees
- MOZA SECURITY SERVICES (M) SDN. BHD
 - ❖ As an Industrial Trainee (30 November 2015 – 12 May 2016)
 - ❖ As a Worker (01 June – Present)-Appointed as administrative clerk
- Receptionist
- Key in UBS PAYROLL, Key In Maybank2E , Key In KWSP
- Preparing Tender
- Involve in process renewing license Ministry Of Home Affairs (MOHA)
- Filing document
- Dealing with customer regarding quotation/tender
- Photocopying and scanning documents
- Recording and updating tender

SKILLS

| LANGUAGE | SPOKEN | WRITTEN |
|-----------|--------|---------|
| • English | Fair | Fair |
| • Malay | Good | Good |

Microsoft Word, Microsoft Excel , Microsoft Power Point, UBS Accounting, UBS Payroll

ACHIEVMENT

| Description | Date Achieved | Details |
|---|----------------|-------------------------------|
| Program Tautan Ukhuwah Bersama Anak Yatim | September 2015 | Ajk Unit Jamuan Dan Kesegaran |
| Kursus Kebolehpasaran Kuliyyah Muamalat (Pre – Departure Training) | Oktober 2015 | Participant |
| Kursus Kebolehpasaran Kuliyyah Muamalat (Career Decision Making) | Ogos 2015 | Participant |
| Program Power!! Pengurusan Wang Ringgit Anda | Ogos 2015 | Participant |
| Sage UBS Computerised Accounting | June 2105 | Participant |
| Bengkel Perantis Daie Zakat | Februari 2015 | Participant |
| Program Pautan Kasih | Oktober 2014 | Penolong Bendahari |
| Sage UBS Computerised Payroll | Mei 2016 | Participant |

REFERENCES

ENCIK MOHD SOFI BIN ARIFFIN

Head Of Program Of Business Administration

Kulliyyah Muamalat

Kolej Universiti Insaniah (KUIN)

Kampus Kuala Ketil

09300 Kuala Ketil Kedah

Telefon : 012-4392721

SAIFUL NIZAM BIN MOKHTAR

Director Of Moza Security Services (M) Sdn Bhd

No 163, Kompleks Perniagaan Sultan Abdul

Hamid, Fasa II, Susuran Sultan Abdul Hamid

8, 05050 Alor Setar,

Kedah Darul Aman

Telefon: 012-5217910