



**SALEHA BINTI MOHAMAD**

### **Objective**

**“Young person with strong commitment to build successful relationships, hardworking person and eager to learn new things, I am positive that I can contribute to your team effectively”.**



**Current Address : No. 40, Persiaran Iskandar Perdana 46,  
Iskandar Perdana, Seksyen 8,  
32610 Seri Iskandar,  
Perak Darul Ridzuan, Malaysia.**



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### **Personal Particular**

**Age : 22 Years Old**  
**IC No. : 941212-10-6152**  
**Gender : Female**  
**Date of Birth : 12 December 1994**  
**Nationality : Malaysian**  
**Religion : Islam**  
**Marital Status : Single**  
**Health : Excellent**

<b>Capabilities</b>	<ul style="list-style-type: none"> <li>✓ I have a good sense of teamwork and able to work independently with minimum supervision.</li> <li>✓ I am flexible, punctual, and efficient in time management.</li> <li>✓ Good interpersonal skills, soft skills, responsible, optimistic and willing to learn new skills and knowledge.</li> <li>✓ I am willing to put my highest quality, accuracy professionalism and updating self-competency.</li> </ul>
 <b>Educational Background</b>	<p><b>2014-2017 : Universiti Teknologi Mara (UiTM), Pulau Pinang</b></p> <p><b>: Bachelor of Business Administration (BBA.) in Human Resource Management (Hons.)</b></p> <p><b>: CGPA 3.60</b></p>
	<p><b>2012-2013 : Matriculation College, Negeri Sembilan</b></p> <p><b>: Accountancy</b></p> <p><b>: CGPA 3.49</b></p>
	<p><b>2007-2011 : SMK Bandar Banting, Kuala Langat, Selangor</b></p> <p><b>: SPM (6As, 1B, 1C, 1D)</b></p> <p><b>: PMR (3As, 3Bs, 2Cs)</b></p>
	<p><b>2001-2006 : SK Kanchong Tengah, Kuala Langat, Selangor</b></p> <p><b>: UPSR (2As, 2Bs, 1C)</b></p>
	<p><b>Other : Malaysian University English Test (MUET)</b></p> <p><b>: Band 2</b></p>
 <b>Language</b>	<p><b>Malay, English and Basic Mandarin</b></p>
 <b>Computer Literacy</b>	<p><b>Computer Programs : Microsoft Application (Word, Power Point, Excel)</b></p> <p><b>: Movie Maker</b></p>

 <p><b>Working Experience</b></p>	<p><b>Employer</b> : Tadika Bestari, Matriculation College, Selangor</p> <p><b>Position</b> : Teacher</p> <p><b>Period</b> : May 2013 – January 2014</p> <p><b>Job Description</b> : Teaching, record all student information, preparing teaching records and conducting daily activity</p>
 <p><b>Curricular Activities &amp; Achievements</b></p>	<p><b>Primary School</b> :</p> <ul style="list-style-type: none"> <li>Prefect School (2005-2006)</li> <li>School Librarian (2004-2005)</li> <li>Secretary of Home Sport (2006)</li> <li>School Representative of Merentas Desa/100m/200m (2005)</li> <li>Handball Competitions (2005)</li> </ul>
	<p><b>Secondary School</b> :</p> <ul style="list-style-type: none"> <li>Prefect School (2007-2011)</li> <li>Vice Chairman of Art &amp; Culture Club (2011)</li> <li>Vice Secretary of Police Cadets (2011)</li> <li>Police Cadet Corps Camp, Selangor Contingent (2009)</li> <li>Community Sport Tournament (2009)</li> <li>Weapon Shooting Competitions, YDH Dato' Chief of Police Selangor Cup (2008)</li> <li>Kawat Kaki Competition, Daerah Kuala Langat Stage (2009)</li> <li>Leadership Camp for Prefect (2011)</li> <li>Investment Quiz Competitions PNB (2011)</li> </ul>
	<p><b>Matriculation</b> :</p> <ul style="list-style-type: none"> <li>Multimedia Competitions (2013)</li> <li>Mind Map Competitions (2013)</li> <li>Vice Chairman of Volleyball Club (2012, 2013)</li> <li>Volleyball Tournament (2013)</li> <li>Nasyid Competitions (2013)</li> <li>Mini KAKOM KMNS (2013)</li> </ul>

	<p><b>University</b></p> <ul style="list-style-type: none"> <li>: <b>MOCK TRAINING</b> <b>(2016) (Trainer)</b></li> <li>: <b>CEO Coffee Talk</b> <b>(2016) (Participant)</b></li> <li>: <b>Community Sport Festival</b> <b>(2016) (Participant)</b></li> <li>: <b>MOCK TRAINING</b> <b>(2015) (Trainee)</b></li> <li>: <b>PERSONAL DEVELOPMENT PROGRAM</b> <b>(2015) (Participant)</b></li> <li>: <b>Financial Management Seminar MEMBARA</b> <b>(2015) (Participant)</b></li> <li>: <b>Sport Festival</b> <b>(2015) (Badminton Player)</b></li> <li>: <b>Behavioral-Based Interview Seminar</b> <b>(2014) (Participant)</b></li> <li>: <b>Volunteering Program (IM4U)</b> <b>(2014) (Member)</b></li> <li>: <b>KEKWA Talent Quest</b> <b>(2014) (Member)</b></li> <li>: <b>Seminar from PU Rahmat</b> <b>(2014) (Member)</b></li> <li>: <b>IPT Festival Program</b> <b>(2014) (Participant)</b></li> <li>: <b>MYMEC, PKS Week</b> <b>(2014) (Participant)</b></li> <li>: <b>Engagement Session (HSE)</b> <b>(2014) (Participant)</b></li> <li>: <b>Musical Forum</b> <b>(2014) (Participant)</b></li> </ul>
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#### References

**Name : Mdm Shaira Binti Ismail**

**Position : Lecture**

**Senior Lecture / Academic Advisor**

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