



SITI KHADIJAH LATON

Age : 25 years
Nationality : Malaysian
NRIC : 930623-01-5534
Email : eija.work@gmail.com
H/P : 010-7803372
Address : No 512, Kampung
Paya Redan, Pagoh,
84600 Muar, Johor.



EDUCATION

2016 - 2018 **Selangor**

- Bachelor of Science (Hons.) Tourism Management
- (UITM) Puncak Alam

2012 - 2015 **Melaka**

- Diploma in Tourism Management
- (UITM) Lendu, Melaka

2010 **Johor**

- Sijil Pelajaran Malaysia
- SMK Sultan Alauddin Riayat Shah 1 Pagoh



CO - CURRICULAR ACTIVITY

- Naib Pengerusi Persatuan Bahasa Melayu (2010)
- Penolong Bendahari Unit Beruniform (2007)



WORKING EXPERIENCE

- **Retail Assistant : Econsave Cash & Carry Alam Jaya**
Feb 2016
 - Asist customer whenever they need help.
 - Make sure that all product priced and displayed.
 - Notifying the head of department when items are out of stock
- **Reservation Department : Jasper Travel Agent Sdn Bhd**
Nov 2013 - Mar 2014
 - Dealing with the customer who wants to booked flight ticket
 - Replying all emails from customer regarding to the flight details or holiday packages.
 - Make sure all file and document organized for the company.



PERSONAL SKILL

- Good in teamwork
- Discipline
- Focus
- Willing to learn



TECHNICAL SKILL

- Advance in Microsoft Office (Word and Power Point)
- Basic in Adobe (Photoshop CS6)



LANGUAGE SKILL

- Bahasa Melayu : Excellent in Speaking and Writing
- English : Good in Speaking and Writing



REFERENCES

- En. Hasan Bin Abdullah
Lecturer of Department Tourism Management
UiTM Puncak Alam
Tel: 019-3192021
- Ms. Mary George
Manager of Jasper Travel & Tour
Tel: 03-31877233