



# FATIMA JAMLEH

## DIPLOMA HOLDER



### PROFILE

*Hard working business management graduate with good leadership and organizational skills seeking to apply my abilities to one of the vital position at your company.*

*Also, an experienced and accomplished sales assistant with over two years of experience looking to enter, departmental organization and mass communication division inside one company.*



### CONTACT ME



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D/A Jamleh Katuh, Pejabat TSKN (D) Tingkat 9, Blok B, Wisma Muis Kota Kinabalu 88999 Kota Kinabalu, Sabah.



### SKILL

TEAM WORK	<div></div>
ENGLISH FLUENCY	<div></div>
MALAY FLUENCY	<div></div>
CREATIVITY	<div></div>
OPTIMISM	<div></div>
CONFIDENCE	<div></div>
HYGIENE	<div></div>
FRIENDLINESS	<div></div>
PRESSURE MANAGEMENT	<div></div>



### WORK EXPERINCE

- REMAX MALAYSIA SDN. BHD | KOTA KINABALU  
Mainly involved in establishing and maintaining premise, stock and inventory keeping of items and mobile or gadget services. Also, handle the cash register.  
2016-2016
- SUNLIGHT PHARMACY SDN BHD, KOTA KINABALU  
Clean pharmacy equipment, help maintain the equipment and supply, establish and maintain patient profiles. Also, stock and inventory keeping on prescriptions and over the counter medications.  
2015-2016
- UNIVERSITY MALAYSIA SABAH (UMS), SABAH  
Assistant exam invigilator. Mainly involved in setting up the examination procedures. Part time job.  
2014-2014



### EDUCATION

- DIPLOMA IN BUSINESS MANAGEMENT  
Universiti Teknologi Mara (UiTM), Kota Kinabalu.  
2011-2015
- SIJIL TINGGI PELAJARAN MALAYSIA (STPM)  
Sekolah Menengah Kebangsaan Tenghilan, Tuaran.  
2007-2008
- SIJIL PELAJARAN MALAYSIA (SPM)  
Sekolah Menengah Kebangsaan Tenghilan, Tuaran.  
2002-2006



### ACHIEVEMENTS AND PARTICIPATIONS

- CAREER AND INDUSTRIAL PROGRAMME (CAIREX, 2014)  
Manage (volunteer) as well as participated on the program  
2014-2014
- FOOD HANDLING COURSE PROGRAMME (SLPM)  
Participated on the program in which hosted by Akademi Intan Bandaraya  
2010-2010



### REFERENCE

- MARINA YONG  
Branch Manager  
Sunlight Pharmacy S/B  
P : +6019-851 0000  
A : Kota Kinabalu, Sabah.
- FRANKLIN HAZLEY  
Programme Coordinator  
UiTM Kota Kinabalu  
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