

NAJIDAH BINTI ASI



(Age) 24 years old (Phone) 0143498532 (E-mail) najidahasi@gmail.com (Current Address) KG Batu Besar, 08200, Sik, Kedah.

EDUCATIONS: (Universiti Sains Malaysia, Bachelor of Science (Hons) Botany/minor-Management, 2012 -2015) – PNGK: 2.92
(Kolej Matrikulasi Kedah, 2011-2012) – PNGK: 3.72
(Maktab Rendah Sains MARA Pendang, 2006-2010) –PMR: 7A1B, SPM: 1A+, 4A,1A-,1B+,1B-,1C+
(SK Haji Hussein, 2001-2005) – 5A

PROFESSIONAL STUDY:

- Biodiversity, ecology, biostatics, genetics, plant kingdom, comparative plant anatomy, plant physiology and development, plant biosystematics and taxonomy, plant pathology, plant genetics, economic botany, plant molecular biology, plant tissue culture.
- Organic chemistry, inorganic chemistry, cellular biochemistry.
- Entrepreneurship, calculus, management, accounting and finance, marketing, operation management.

EXPERIENCES:

10/2016 to 9/2017

Supervisor/Clerk

Petron Sik Filling Station – Sik, Kedah.

- Handling payroll, salary, staff holiday, staff schedule, staff issues and staff daily duties.
- Managing basic company account – handling daily closing, clear stocks payment, handling company cash.
- Handle filing and documentation of the company.
- Renew company licenses.
- Manage whole operation of the company.
- Handling stock in and stock out.
- Handling suppliers.
- Updating Stocks pricing.
- Key in arriving stocks.
- Handling delivery orders, purchase orders, tax invoices, credit notes and supplier payment.
- Become cashiers and solving customers issues.

4/2016 to 7/2016

Sales Assistant

Kedai Jualan Bantal – Sik, Kedah.

- Open and close shop in time.
- Updating stocks in and stocks out.
- Updating daily sales.
- Handling customers.

3/2016 (temperory)

Clerk

ABM Makmur – Sungai Petani, Kedah.

- Process customers order.
- Communicate with suppliers.
- Provide quotation to customers.
- Updating daily company account.
- Provide payment for supplier.

10/2015 to 12/2015

Operation Executive

Brands Outlet Queensbay Mall – Penang.

- Calculating daily sales report.
- Checking SAP for stocks availability in outlet.
- Cashiering.
- Serving Customers.
- Ensure outlet in neat and tidy condition.
- Handling cash.
- Handling receiving stocks.
- Handling stocks take.

2012-2015

Universiti Sains Malaysia.

- Biodiversity and Ecological Practical.
- Cellular Biochemistry and Genetics Practical.
- Basic Laboratory Course in Plant Pathology (Practical)
- Economic Botany Practical.
- Plant Physiology and Development Practical.
- Marketing Planning Skills.
- Operation Management Documentation (Project).
- Final Year Project (Conducting Research in Analyzing Diversity of Orchids in Gunung Ledang, Johor.
- Rock Melon Planting, USM Penang.
- Industrial Training in MARDI Cameron Highlands.

ACTIVITIES AND INVOLVEMENTS:

- Exco of Kelab Rekreasi Unisains. 2012-2015.
- Head of Internal Relations Department of Ocena Awareness Week. 2012-2013.
- Committee Member of Internation YOUTH ECO SUMMIT 2013.
- Student Discipline Council, 2009-2010.

CURRICULAR ACHIEVEMENTS

Round Island, New Year Celebration, 2014

- Secretary.
- Kayaking expedition around Penang Island.
- Organized by Kelab Rekreasi Unisains.

Mini Jamboree, 2013

- Committee Member.
- Cycling project.
- Organized by Kelab Rekreasi unisains.

X-Hydro, 2014

- Assistant project.
- Rafting Project.
- Organized by Kelab Rekreasi Unisains.

COMMUNITY SERVICES

- Involved in community services at Perkampungan Bainun, Perak.
- Become a Berita Harian's volunteer in Penang.
- Involved in community services at Baling, Kedah.

REFERENCES

- References will be provided upon requested by company.