

SITI RAHIMAH BINTI ABDU RAJI

014 6567646

sitirahimahabduraji@ymail.com

Lok Kawi Heights, 89600, Papar, Sabah, MY



Personal Particulars

Age	:	24 years old	Marital Status	:	Single
Date of Birth	:	15 th Nov. 1993	Nationality	:	Malaysian
NRIC	:	931115-12-5432	Health	:	Excellent

Educational Background

1. Tertiary Education

Universiti Teknologi MARA (UiTM) Sabah

Bachelor of Business Administration (Hons.) Finance
(2015 – 2016)
- CGPA 3.11

Diploma in Banking
(2011 – 2014)
- Graduated in May 2015, CGPA 3.56

2. Secondary Education

Sekolah Menengah Kebangsaan (SMK) SANZAC, Kota Kinabalu, Sabah

Sijil Pelajaran Malaysia (SPM) 2010
(2006 – 2010)
- 3As 2Bs (5 Credits)

Working Experience

Internship (Aug 2016 – Dec 2016)

Unit Latihan dan Pengurusan Kualiti, Bahagian Pentadbiran dan Pengurusan Akaun,
Kementerian Kewangan Negeri Sabah.

Key Skills

1. Languages proficiency:

English	-	Advanced, 8/10
Bahasa Melayu	-	Advanced, 8/10

2. Software Skills: Microsoft Office (E.g. Words, Excel, Outlook, PowerPoint).

Personal Attributes

Team work	Motivated
Task allocation	Time management
Organized	Flexible
Fast learner	Reliable and professional

References

Dr. Rozita @ Uji Mohamed
Deputy Rector, PJIM&A,
UiTM Sabah.
rozlim97@sabah.uitm.edu.my

Assc. Prof. Dr. Imbarine Bujang
Ex BBA (Hons.) Finance (BM242) Coordinator,
Faculty of Business Management,
UiTM Sabah.
imbar074@uitm.sabah.edu.my

Ms. Kamariya Mahmud
Pembantu Tadbir,
Unit Latihan dan Pengurusan Kualiti,
Kementerian Kewangan Negeri
Sabah.
kamariya.mahmud@sabah.gov.my