



SITTI KADIZHA BINTI HASSAN

Nationality: Malaysian | D.O.B: 28th August 1992 | IC No: 920828-12-7434
Phone: 017 8133614 | Email: kadizhassan_0306@yahoo.com
Address: Kg. Sejati, P.O. Box 321, 91308 Semporna, Sabah

EDUCATIONS

2014-2016

**Bachelor of Business
Administration
(Hons). Finance**

Universiti Teknologi MARA
(UiTM), Kota Kinabalu, Sabah

2010-2013

Diploma in Business Studies
Universiti Teknologi MARA
(UiTM), Kota Kinabalu, Sabah

2009

**Sijil Pelajaran Malaysia
(SPM)**
Sekolah Menengah
Kebangsaan Tagasan,
Semporna

WORK EXPERIENCES

August 2016

Putra & Associates Sdn. Bhd

✓ Working as a Financial Advisor

June 2016

**Graduate Employment Programme (GEP) under Talent Suites in Collaboration with
Khazanah Nasional Berhad**

✓ Soft Skill Training

September 2015

The Sabah Foundation (Yayasan Sabah Group)

✓ Internship with Yayasan Sabah Group

✓ Working with student loan repayment department that manage on the loan repayment

KEY SKILLS

Computer Skills

- ✓ Microsoft Office Excel
- ✓ Microsoft Office Words
- ✓ Microsoft Office Powerpoint

Languages Skills

- ✓ Bahasa Malaysia : Good (Speaking & Writing)
- ✓ English : Good (Speaking & Writing)

EXTRA CURRICULAR ACTIVITIES

- 2013 - 2015 ✓ Members of League of Finance
- 2015 ✓ Committee Members of Academic Trip to Malacca & Kuala Lumpur
- 2014 ✓ Organizer of League of Finance Dinner Awards
- 2013 ✓ Improvement Skill Programme For Graduates Student (Finishing School)
- 2011 - 2013 ✓ Members of Jawatankuasa Perwakilan Kolej (JPK) UiTM Sabah
- 2011 - 2013 ✓ Committee Members of Karnival Kolej (KARKOL)
- 2011 ✓ Committee Member of JPK Family Day
- 2011 ✓ Member of UiTM Debate Team
- 2010 - 2013 ✓ Member of 4P's Club (Diploma in Business Studies)
- 2008-2009 ✓ Vice President of School Prefect
- 2005 - 2009 ✓ Members of School Debate Team

OTHER RELEVANT INFORMATION

Personality

- ✓ Honest
- ✓ Willing to learn new things

- ✓ Friendly
- ✓ Fast Learner

Expected Salary

- ✓ Minimum: RM1,800

REFERENCES

Tuan Hj. Pg. Putra Hj. Pg. Omar

Group Agency Director
Putra & Associates Sdn. Bhd
Etiqua Building, Lot 88, MPKK 18, Block I, Level 3,
Asia City, 88000 Kota Kinabalu, Sabah.
Tel: 088 283555

Prof. Madya Dr. Imbarine Bujang

Programme Coordinator
Bachelor in Business Administration (Hons) Finance
Faculty of Business Administration, UiTM Sabah,
Kota Kinabalu
Tel: 088 325154