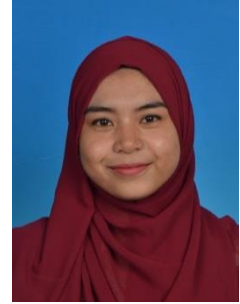


## SYAHIRAH AFIQAH BINTI NAJDI

F499A Kampung Berapit,  
Tikam Batu,  
08600 Sungai Petani,  
Kedah.  
Mobile: +6017 541 4452  
[syahirahnajdi@gmail.com](mailto:syahirahnajdi@gmail.com)



### PERSONAL BACKGROUND

- Nationality: Malaysian
- Date of Birth: 01 July 1994
- Age: 22
- Gender: Female
- IC Number: 940701-02-5148
- Marital Status: Single
- Place of Birth: Sg. Petani, Kedah
- Religion: Islam

### PROFESSIONAL OBJECTIVE

Seeking a qualified position in Marketing, Business Management, Administration or IT Department where I can enhance my knowledge and skill.

### EDUCATION BACKGROUND

#### KOLEJ PROFESIONAL MARA SERI ISKANDAR, PERAK

- Higher National Diploma in Business Information Technology and Communication
- CGPA: 3.67/4.00
- 2012 – 2015

#### SEKOLAH MENENGAH KEBANGSAAN DATUK HAJI ABDUL KADIR

- Sijil Pelajaran Malaysia (SPM)
- Result: 3A's 4B's 2C's
- 2011

### ACHIEVEMENT / AWARD

Description	Date achieved	Details
College Outstanding Performance Award (COPA) HND in Business ICT (Semester 1 - 7)	July 2012 - December 2015	Dean List
Anugerah Kecemerlangan Pelajar Asrama	November 2011	3 <sup>rd</sup> Place
Level 2 Certificate in Book-Keeping and Accounts	November 2011	LCCI

### LANGUAGE

LANGUAGE	WRITTEN	SPOKEN
MALAY	10	10
ENGLISH	8	7

### SKILLS / KNOWLEDGE

I have knowledge in operating computer using major programs such as Microsoft Office, Dreamweaver, SPSS, AudaCity and operating website using HTML. I am able to do basic accounting. I have good interpersonal skills and enjoy working with people from various background, nations and cultures. I am also having a cheerful personality that can make people feel comfortable working with me. I am willing to learn new things and challenge myself.

### WORK EXPERIENCE

#### HANASKINCAREBY.IRAA

- Own online business by selling skincare product
  - Business management, working alone by promote the product, dealing with customers by fulfil their need on the product, handle stock in and out, explaining in detail about ingredients in the product, dealing with the price and how to attract customer by giving them a discount and promotion.
- July 2014 – present

#### TALENT SUITES SDN. BHD.

- Recruitment Assistant
  - Answering the telephone, maintaining file records, e-mails and offer letters, making copies and participate at recruiting events.
  - Managing clerical and office management.
  - Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices/receipts.
  - Perform payment request for billing purposes and claim purposes, prepared payment voucher and handling petty cash.
  - Assist on monthly payroll by collecting, calculating, and entering data.
- March 2016 - present

### MOBILITY AND AVAILABILITY

- Mobility : Car
- Availability : Anytime & Willing to relocate

### REFERENCES

Name	Designation	Contact No
En. Rashid Ridha	Mentor Advisor	013 4256362
Pn. Puteri Nor Hamidar	Director of Talent Suites	019 9480802