

Asmia binti Latahir

Hardworking . Good listener . Organized



No. 87 Blok 05 Sahabat 01, P/O 87 Cenderawasih,
Felda Anjung Teduh, 91150 Lahad Datu, Sabah



asmialatahir@hotmail.com



019-801 3872



PERSONEL PARTICULAR

AGE : 23 Years Old

DATE OF BIRTH : 30 April 1994

RACE : Melayu

GENDER : Female

NATIONALITY: Malaysian

MARITAL STATUS : Single

EDUCATION

NO	LEVEL	SCHOOLS/INSTITUTIONS	YEAR	RESULT
1.	Bachelor of Business with Honours (Financial Management and Banking Programme)	University Malaysia Sabah (UMS)	Sept 2013 until Jun 2016	2.72
2.	Practical Training	Felda Transport Services Sdn Bhd (Depot Sahabat), Felda Global Ventures	4 July until 23 Sept 2016	Success
3.	Matriculation Programme in Accounting	Labuan Matriculation College (LMC)	2012	3.64
4.	Sijil Pelajaran Malaysia (SPM)	Sekolah Menengah Kebangsaan Tungku	2011	1A 2A-, 3B+, 1C+ 2C, 1D

SKILLS

COMPUTER SKILLS

: MS Office (Word, Excel, Power Point, and Publisher),
PhotoScape, Picasa3, and Photo editing



DRIVING LICENSE

: D (Cars- Manual)

LANGUAGE

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Bahasa Malaysia

English

SPOKEN

Excellent

Average

WRITTEN

Excellent

Good

EXPERIENCE

2017 (April-Oct): SLIM Trainee under Talent Suites (Putra & Associates)

- I work as a financial advisor (Agent Takaful) and I manage the financial customers
- I also approach peoples by telling about the benefits of Takaful

2016 (July-Sept): Work as an trainee in the company FTSSB, Depot Sahabat

- Doing some filling and make a design of cover files
- Calculate the profit and the percentage in operation of MSM (*Minyak sawit mentah*) and cargo
- Do the graft after get the result from the calculation of percentage
- Key in data about the bill utility in the microsoft excel

2016 (April-May): Part time work in the Kiosk at Faculty as a cashier

- Calculate the profit and loss (if any) every days

EXTRA-CURICULUR ACTIVITIES

NO	POSITION	CLUB/ACTIVITIES	YEAR
1.	President of Exco Welfare	<i>Permuafakatan Siswa Siswi Felda (PERSADA)</i>	2016
2.	President of Exco Social	Students welfare of committee session 2014/2015 (JAKMAS, Kolej Kediaman Tun Fuad)	2014-2015
3.	President of Exco Entrepreneur	Students welfare of committee (Financial Management and Banking Club)	2014
4.	Vice Director	<i>Debat IPT Borneo 2015 (DEBORA'15)</i>	2015
5.	Head of gifts	Dinner of Kolej Kediaman Tun Fuad (MAKMA'15)	2015
6.	AJK Protocol	<i>Khidmat Masyarakat Siri ke-4</i>	2013
7.	Head of Reading Room	Club of Library	2013
8.	Facilitator	<i>Bengkel Kecemerlangan Ekonomi Sesi 2012/2013</i>	2013
9.	Facilitator	<i>Kem Sempurna A PMR & SPM Skim Tuisyen Felda 2013 Wilayah Felda Sahabat</i>	2013
10.	Head of Club Bahasa Inggeris	Club of Bahasa Inggeris	2011

REFERENCES

1. Mr. Masran bin Tamin
Mentor and Tutor
Faculty of Business, Economics, & Accountancy
Jalan UMS,
88400, Kota Kinabalu, Sabah.

No. Tel: 019-841 4645

3. Ms. Junaini binti Apdal
Executive Administrative & Finance,
Kompleks Bandar Sahabat,
Peti Surat 05, Cenderawasih,
91150, Lahad Datu, Sabah.

No. Tel: 013-857 8369

2. Hj. Pg. Putra bin Hj. Pg. Omar
Putra & Associates
Lot 72 (5), Tingkat 2, Blok H,
Lorong Singgah Mata 4, Asia City,
88000, Kota Kinabalu, Sabah.

No. Tel: 019-821 1515