

# ZULAIQHA AISYA BT BIDIN

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80, Rubber Road West,  
93400 Kuching,  
Sarawak

I am an ambitious, self-made, workaholic but down to earth person. I like to balance professional & family life. Professional life gives you exposure, confidence & sense of achievement. I believe the fulfillment one gets from one's work is very important for wellbeing.



## PERSONAL INFORMATION

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Born : 3<sup>rd</sup> December 1994 in Kuching, Sarawak  
Citizenship : Malaysian  
Marital status : Single  
Faculty : Academy of Language Studies  
Phone No. : 013 -634 9897  
E-mail : zulaiqhaaisya@yahoo.com

## SKILLS & ATTRIBUTES

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Language Proficiency: *Fluent in both Malay and English*  
*Fairly good in Japanese*  
*Basic Korean and Chinese*

Miscellaneous : *Skilled user in Photoshop and Dreamweaver*  
*Capable of proofreading and editing documents*  
*Capable of making latte art*  
*Very adaptable to a new environment and changes*

## WORK HISTORY

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07.2017 – 10.2017	<b>PETCO TRADING LABUAN COMPANY LIMITED (PETRONAS)</b> <b>Intern</b> <i>Designated to work under Corporate Affairs &amp; Services Department. Involved in article and email writing. Assisted events' preparation which involved with proposal, email invitations and itineraries of programs. Prepared and designed seasonal greetings for the CEO.</i>
04.2016 – 06.2016	<b>ANAABU.CO BOUTIQUE</b> <b>Sales assistant</b> <i>Assisted with day-to-day transactions and retail activities, as well as in-store inventory management.</i>
02.2015 – 02.2015	<b>TRENOS COFFEE</b> <b>Server</b> <i>Served food and beverages to the customers.</i>
03. 2012 – 12. 2014	<b>BING! COFFEE</b> <b>Food prep, Cashier &amp; Barista</b> <i>Involved with day-to-day transactions, food preparation, beverages preparation that involved with the art of making coffee, and also assisted the in-store inventory management.</i>

01.2012 – 02.2012

## **KIM BAY RESTAURANT**

### **Server**

*Served food and beverages to the customers.*

## **EDUCATION**

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03.2015 – 01.2018

### **UNIVERSITI TEKNOLOGI MARA (SHAH ALAM)**

**Bachelor Degree in Applied Language: English  
Communication for Professionals**

**Current CGPA – 3.21/4.00**

**MUET Status – Band 4**

**2015 – Present:**

- *Current member of APPLES Club under LG240*
- *Former member of UT MARA Debating Society*
- *One-time Dean's List Award receiver*
- *Involved in SAF 2016 as basketball athlete*
- *Volunteered for BUDDY Program for Hanyang University, Korea in UiTM Shah Alam*
- *Volunteered for Altruisme Charity Run as a runner*
- *BUDDY for Toyo University Special Intensive English Program in UiTM Shah Alam*

06.2012 – 09.2014

### **UNIVERSITI TEKNOLOGI MARA (KOTA SAMARAHAN)**

**Diploma in Public Administration**

**CGPA – 3.21/4.00**

**2012 – 2014:**

- *Persatuan Mahasiswa Mahasiswi Pentadbiran Awam – Exco of Publicity*
- *Former member of Debate Unit*

01.2007 – 12.2011

### **GREEN ROAD SECONDARY SCHOOL**

**Sijil Pelajaran Malaysia (SPM)**

**SPM - 2A 2B 1C 1D 3E (Science Stream)**

**2007 – 2011:**

- *Former President of Persatuan Puteri Islam*
- *Former Vice Secretary of the Prefect Board 08/09*
- *Former committee for Radio and Photography Club*
- *Former netball and volleyball player in the Netball and Volleyball Club*

## **REFERENCES**

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1) **Noor Ahnis Othman (Dr.)**  
Associate Professor of APB  
Shah Alam, Selangor, Malaysia  
Phone: 012-951 2623

2) **Ana Abu**  
Head of Ana Abu.Co  
Bangsar, Kuala Lumpur, Malaysia  
Phone: 017-307 0350

3) **M. Rafiq M.Rahim**  
Manager of Corporate Affairs & Services PTLCL  
Petronas Twin Tower, Kuala Lumpur, Malaysia  
Phone: 012-277 7049

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