

RESUME

ANIS AFIQAH BINTI ZAUJAN

Bachelor Of Development Management With Honors, (UUM).

**📍 Pt 641 Lorong Perupok, Kampung Hujung Semuba,
17040 Pasir Mas.**

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☎ 014-8161264



OBJECTIVE

Looking for an entry level position or graduate training programme. To provide the best performance to achieve organization's goals as well as to optimize opportunity to enhance skills and knowledge in the industry.



WORK EXPERIENCES

Internship (September- December 2016)

Department of administration,

Pejabat Tanah dan Jajahan Pasir Mas, Kelantan (PTJPM).

- In charged in daily routine management reports and document.
- Management stores.
- Answer telephones and give information to callers, take messages, and transfer calls to appropriate individual.

Saller (February- August 2016)

Unimart Sdn. Bhd,

University Utara Malaysia, Sintok, Kedah.

- In charged in daily routine accounting job scope specifically manage the payment.
- Record monthly petty cash.

Computer Laboratory (September- Disember 2014)

University Utara Malaysia

- In charged customer services.
- In charged in daily routine manage the payment and record petty cash.



EDUCATION

University Utara Malaysia (UUM), (2013-2017)

Bachelor Development Management with Honors.

Cumulative CGPA: 3.5/4.00

Maahad Muhammadi Pasir Mas, Kelantan

1) Sijil Tinggi Agama Malaysia (STAM, 2012)

Result: Jayyid

2) Sijil Pelajaran Malaysia (SPM, 2011)

Result: 2A 5B 2 C

**ACTIVITIES****University Utara Malaysia (2013-2017)**

Description	Details	Year
Sub unit Curricular Interior Designer II (A), (September-November)	Chairman	2014
Wall Climbing	Bureau Activity	2014
Badminton DPP MAS CUP 2014.	Participant	2014
Sub unit Curricular Interior Designer II (A), (September-November)	Secretary	2015
National Sports Day Negeri Kedah 2015	Participant	2015
Autocad Workshop	Participant	2015
Dean List Award (Semester 5 & Semester 6)	Dean's Award	2015/2016
Volunteerism Programme Homeless Not Hopeless, Georgetown, Pulau Pinang	Bureau Sponsor	2016
Jejak Menara Matrikulasi (JMM 2016)	Facilitator programme	2016
Kursus Etika Majlis	Participant	2016

**SKILLS**

1. Microsoft office : Microsoft Word, Microsoft Power Point, and Microsoft Excel.
2. Google Sketchup8.
3. Movie Maker.
4. Language Proficiency : Bahasa Melayu & English (Writing, Speaking & Reading).
5. Able to work as a team and interact with people of any level.
6. Able to meet the deadline and work with minimum supervision.

REFERENCES

Encik Ayob Bin Harun

Executive Officer

Pejabat Tanah dan Jajahan Pasir Mas, 17000 Pasir Mas Kelantan.

Tel: 019-9125565