

# SURAINI BINTI USMAN

Malaysian  
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25-years-old  
Single  
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## CAREER OBJECTIVE

- Seeking for a job opportunity to build a long-term career in profession with opportunities for professional career growth.
- To pursue a highly rewarding career, a job challenging, healthy work environment where I can utilize my skills and knowledge efficiently and creatively for my personal organizational growth.

## EDUCATION BACKGROUND

### UNIVERSITY UTARA MALAYSIA (UUM)

- Bachelor of Development Management (Hons.)
- Major in Land Project Management
- CGPA : 3.30
- Graduated on October 2015

### SMA TOH PUAN HJH RAHMAH, KOTA KINABALU, SABAH

- |             |   |                                  |
|-------------|---|----------------------------------|
| • 2010      | Sijil Tinggi Agama Malaysia (STAM)      | Jayyid                           |
| • 2010      | Malaysia University English Test (MUET) | Band 2                           |
| • 2008/2009 | Sijil Pelajaran Malaysia (SPM)          | 7 Pass With Credit, 5 Lulus Atas |
| • 2008      | Sijil Menengah Ugama (SMU)              | Pangkat 1, 7 Unit                |
| • 2007      | Penilaian Menengah Rendah (PMR)         | 1A, 3B, 5C                       |

## PERSONAL STRENGTH

- ✓ Responsible and hardworking
- ✓ Easily adapt with new workplace and environment
- ✓ Interested to learn new things
- ✓ Never give up and always work hard
- ✓ Pleasant personality

## SKILLS

### 1. Computer Program / Software :

- |                         |             |
|-------------------------|-------------|
| ✓ Microsoft Office 2010 | : Excellent |
| ✓ Microsoft Power Point | : Excellent |
| ✓ Microsoft Excell 2007 | : Good      |
| ✓ Autocad               | : Good      |

### 2. Languages :

	Understanding	Spoken	Writing	Reading
English	: Good	Moderate	Good	Excellent
Malay	: Excellent	Excellent	Excellent	Excellent
Arabic	: Good	Moderate	Good	Good

## ACHIEVEMENT

Description	Details	Data Achieved
Deans Award List Semester 3	Dean List	2012
Persatan Seni Silat Cekak Malaysia	Exco for Religious Affairs	2011
Bachelor Development Management Society	Exco for Religious Affairs	2012
Marhaban De Tour	Director	2013
Training Class Persatuan Seni Silat Cekak Malaysia	Secretary	2014
Program "We Care We Share"	Deputy Secretary	2013
Kelas Marhaban Berzanji Qasidah Burdah	Bureau of Protocol	2013
Annual Grand Dinner "Menyulam Kasih Alumni	Bureau of Protocol	2014
Annual Grand Meeting PSSCMUUM	Bureau of souvenirs	2014
Konsert Diraja Menjunjung Kasih	Bureau of enforcement	2013
Bengkel Pengurusan Acara	Participant	2013
Kursus Protokol dan Etika Sosial	Participant	2014
Majlis Tilawah Al-Quran antara Universiti	Participant	2014
Pementasan Teater "Usang"	Actress	2011

## WORK EXPERIENCE

Organization / Position	Job Description	Duration / Year
Skim Sangkutan dan Latihan (SSL) Department of Industrial Development and Research	- Administration, filing, registration for entrepreneur - survey about the business condition index in sabah	7 Month (2015)
Industrial Trainee at Ministry of Local Government and Housing	- administration, clerical, filing, customer service - Process of approval housing licenses	4 Month (2014)
Computer Lab Assistant Student Residential Hall,UUM	- Register for UUM's Student for using computer lab. - Do work printing and photocopy.	6 Month (2012)
Cashier Store Emzek UUM	- Greet customers as they arrive in the store - Open and close account bills	6 Month (2013)
Teacher Sekolah Agama Negeri	- Teaching religion for children in primary school. - Record the report of daily lesson plan.	4 Month (2011)
Teacher Tadika Al-Hadanah	- Teaching children in basic learning in education.	2 Month (2011)

## REFERENCES

REFERENCE 1	REFERENCE 2
Name : Mr. Stephen Sampil	Name : Encik Yusuff Bin Pon
Position : Deputy Director	Position : Lecturer
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