
RESUME



MELATI BINTI MANAF

931022-07-5720

NO, 2765 JALAN MAHSURI 13G,
TAMAN MAHSURI,
09400 PADANG SERAI,
KEDAH DARUL AMAN.

☎ Phone:013-5116243



E-mail: melatatiey3@gmail.com

OBJECTIVE

- To learn, adapt new skill and experience that enhanced my skill and knowledge that I have study in University.

EDUCATION

- Nov 2013 – Jan 2017 : **Universiti Teknologi Mara (UiTM) PULAU PINANG**
- BACHELOR IN BUSINESS ADMINISTRATION (BBA.) HRM (HONOURS)
 - Major : Human Resources
 - Whole semester CGPA: 2.87
- June 2011 – Dec 2012 : **Sekolah Menengah Kebangsaan Padang Serai, Kedah**
- STPM student.
 - CGPA whole year :2.92

EXPERIENCE

- Industrial Training at Celestica Malaysia Sdn Bhd on July 2016 - November 2016 (Training Department.)
 - Administration, clerical, filling, key-in data, and provides the package and training materials.
 - Conduct an orientation programme, and conduct 5S class for employees.
 - Participate in 5s and ISO 50001 Energy Management System, MSD and Handling courses.
 - Prepare a transportation budget for year 2017 and key in transportation in and out every month to calculate their payment.

EXTRA CURRICULUM ACTIVITIES

March 2014 – Jan 2017 : **Universiti Teknologi Mara (UiTM)**

- Has participated in Personal development program, a community services program by Personal Development subject at SK TO' BEDOR.
- Has participated in Personal development program, a motivational program by Personal Development subject at UiTM.
- Community Services at Sungai Petani by KESATRIA.
- Personal Development Program at Batu Kurau.
- Mock Training program as a trainee.

SKILLS

Intermediary language

- Excellent in speaking and writing Malay.
- Moderate in speaking and writing in English.
- Learn Mandarin language.

Computer skills

- Microsoft word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access
- IBM SPSS Statistic

Enthusiasms

- Quick to learn.
- Good attitude.
- Excellent in work ethics.
- Excellent in teamwork.
- Skill in all human resources task.
- Know how to develop training for effective performance.

REFERENCES

1. NAME : PUAN SHAIRA BINTI ISMAIL
POSITION : LECTURER
COMPANY : UNIVERSITI TEKNOLOGI MARA (UiTM) PULAU PINANG
TELEPHONE : 013-4455669
EMAIL : sheeraz_tz@gmail.com