



Rozika binti Abdullah

Personal Particular

Address	: No.157, Felda Serting Hilir 1, 72120 Bandar Seri Jempol, Negeri Sembilan	Date of Birth	: 27 March 1994
Tel(mobile)	: 010-2994068	Gender	: Female
Email Address:	rozikaabdullah_11@yahoo.com	Age	: 23 years old
		Marital Status	: Single
		IC number	: 940327-05-5450

Education

Level	: Bachelor Degree (2015-2017) Bachelor of Business Administration (Hons.) Finance
CGPA	: 3.24
Name of Institution	: University Technology Mara (UiTM) Bandaraya Melaka
Graduation date	: Nov 2017

Level	: Diploma (2012-2015) Diploma in Business Study
CGPA	: 3.52
Name of Institution	: Unifield International College (Cooperation with UiTM)
Graduation date	: April 2015

Working Experience (Internship)

Position	: Assistant (Finance Department)
Place of Training	: Pejabat Felda Wilayah Raja Alias
Duration of Training	: Feb – May 2017

- Do clerical work in administration and accounting.
- Helps all general administrative work including filing, preparation of reports and photocopies.
- Assist in the preparation of documents, get information and update related information.
- Carry out other tasks directed from time to time.

Skills & Languages

<u>Language</u>	<u>Proficiency</u>
English	: Good in writing and speaking
Bahasa Malaysia	: Excellent in writing and speaking

Computer skill

Microsoft Office	: Microsoft word
	: Microsoft excel
	: Microsoft power point

Activities

(Nov 2016):Participation in Academic Visit in Bandung, Indonesia as a Secretary.

(May 2016):Participation for “SEHATI” by Magic Social Entrepreneurship

(Apr 2016):Participation for “The Wolf of Malaysian Bourse”(Stock trading simulation) as investor

(Apr 2016): Bureau for academic visit in Ministry of Finance (MOF)

(Nov 2015) : Bureau and participation for Corporate social responsibility(CSR) for “You Get What You Give”

(Nov 2016): Participant for seminar personal development and ethics “Learn From The Past, Strive The Present and Objectify The Future”

References

Name	:	Nor Aizan Binti Mohamed Academic Lecturer Faculty of Business Management UiTM Campus Bandaraya Melaka 110 of Jalan Hang Tuah 75300 Melaka Melaka Bandaraya Bersejarah
Tel. No.	:	019-6306572
Name	:	Mohd Rezza Norakmal bin Saipul Accountant (Internship Supervisor) Pejabat Felda Wilayah Raja Alias Feldajaya Selatan, 72120 Bandar Seri Jempol, Negeri Sembilan.
Tel. No.	:	013-6271900