

## RESUME

### PERSONEL INFORMATION

Name : Zubaidah Binti Hajian  
HP No. : 019-4840682  
IC No. : 931204-13-5106  
Address : Kampung Baru Tanah Melayu Jalan Sembau/Stumbin  
95000 Sri Aman



Age : 24 years old

Gender : Female

Marital status : Single

Nationality : Malaysia

Race : Melayu

Religion : Islam

E-mail : baydah\_93@yahoo.com

baydah1993@gmail.com

### OBJECTIVE

- To work with existing staff and facilities so as to acquire skills and gain more experience that enhance effectiveness in my field and course of study.

### EDUCATIONAL BACKGROUND

Year in involved	Description	Result
2013-2016	University Malaysia Sarawak (UNIMAS)  Bachelor in Business Administration with Honours (Marketing)  <i>Graduated on 15 November 2016</i>	Current CGPA: 3.07
	Industrial Training Result	Pass
2011-2012	Sekolah Menengah Kebangsaan Simanggang  Level: Sijil Tinggi Pelajaran Malaysia (STPM)	CGPA: 3.00  MUET : Band 2

2006-2010	Sekolah Menengah Kebangsaan Simanggang	
	Level: Sijil Pelajaran Malaysia (SPM)	2A-, 1B, 2C+, 2D,1E

\*Refer an attachments at the back

#### PERSONEL ACHIEVEMENT

2014	As AJK for “PELAKSANAAN PROGRAM DINAMIKA MINGGU INTERGRITI”
2011-2012	As an assistant head of the class As AJK for Scouts Association of Malaysia during Pre-University
2012	Join the <i>Projek Keusahawan</i> during form 6
2011	Has been training PLKN
2010	Has been awarded level 2 certificate in Book-Keeping and Accounts (Bahasa Melayu)
2009-2010	As prefect

#### PERSONEL SKILLS

- Ability to work individual and team work
- Willing to work overtime but get overtime bonus
- Listening and verbal communication

#### COMPUTER SKILLS

- Microsoft office: word, excel, power point
- Having experience using AutoCounts Software

#### LANGUAGE

Languages	Understanding	Speaking	Reading	Writing
English	Moderate	Moderate	Moderate	Moderate
Bahasa Melayu	Excellent	Moderate	Excellent	Moderate
Bahasa Melayu Sarawak	Excellent	Excellent	Excellent	Excellent
Iban	Good	Moderate	Moderate	Moderate

1: Excellent, 2: Moderate, 3: Good

## WORKING EXPERIENCE

YEAR	DESCRIPTION
2016	<ul style="list-style-type: none"><li>• Start working at Kolon Sales &amp; Service Sdn Bhd as cashier, admin &amp; sales promoter (from 10 October 2016 until now).</li><li>• Internship at ASNB Sri Aman (from 4<sup>th</sup> July-23<sup>rd</sup> September 2016)</li></ul>
2010-2015	<ul style="list-style-type: none"><li>• Part-time at Mawar Cafe (every semester holiday only)</li></ul>

## License

- D class

## REFERENCES

1. Mr. Loleh Bin Ibrahim  
E-mail : lolopfb@yahoo.com  
HP : 014 8887460  
Position: Teacher Academic Form 6
2. Ms Zainah Binti Ahmad  
Position: Owner Mawar Cafe