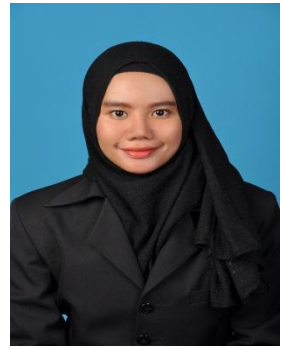


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PERSONAL INFORMATION

AGE	: 24	RACE	: MALAY
DATE OF BIRTH	: 13/08/1994	NATIONALITY	: MALAYSIA
MARITAL STATUS	: SINGLE	SEX	: FEMALE
RELIGION	: ISLAM	LICENSE	: B2, D

OBJECTIVE

I am fresh graduate seeking for an opportunity to gain new knowledge and experience to achieve my career objective. I have a maturity, skills and abilities to communicate with all level persons.

EDUCATION BACKGROUND

<u>YEAR</u>	<u>LEVEL</u>	<u>SCHOOL/INSTITUTION</u>
2016-2017	Bachelor of Business Administration (Honors) Operations Management	Universiti Teknologi Mara (UITM) Kedah
2012-2015	Diploma in Banking	Universiti Teknologi Mara (UITM)
2011	Sijil Pelajaran Malaysia (SPM)	SMK Raja Perempuan Kelsom

WORKING EXPERIENCE

August 2017 – November 2017

Belton Sdn Berhad (Practical Training)

Position : Quality Control

November 2015 - February 2016

Family Product Sdn Bhd

Position : Administration Clerk

December 2011 – May 2012

Restaurant Syiok Kuala Kangsar

Position : Cashier

SKILLS

LANGUAGE

- SPOKEN LANGUAGE: Bahasa Melayu and English
- WRITTEN LANGUAGE: Bahasa Melayu and English

COMPUTER SKILLS

- Microsoft Words, Excel, Power Point, ERP System

LEADERSHIP, TEAMWORK & MANAGEMENT

- Positive attitude
- Risk taker
- Communication skills
- Possess lots of initiative and self-motivation with a highly objective and result-driven mind

RELATED FIELD

- PROCUREMENT
- OPERATIONS MANAGEMENT
- SUPPLY CHAIN
- LOGISTICS
- PRODUCTION PLANNING AND CONTROL
- SERVICE OPERATION MANAGEMENT
- OCCUPATIONAL SAFETY AND HEALTH
- PROJECT MANAGEMENT
- QUALITY MANAGEMENT

REFERENCES

SITI FAIRUZA BINTI HASSAM

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