



SITI SURIANA BINTI ABDUL RAHMAN

ADDRESS AND CONTACT

Address: Kampung Kerinting, 18300 Gua Musang, Kelantan.

Handphone: +6 017 423 0626

Email: suriana9@gmail.com

PERSONAL PARTICULARS

Date of Birth	:	26 February 1994	Age	:	22 Years
Nationality	:	Malaysia	Gender	:	Female
IC No.	:	940226-03-6402	Marital Status	:	Single

OBJECTIVES AND ASPIRATION

Career Objective: To obtain a full time position in any field especially that is related to my qualification.

Career Aspiration: I aspire to gain employment and secure responsible position with progressive firm that will utilize my skills and provide growth opportunities.

EDUCATIONAL BACKGROUNDS

1. Bachelor in Business Administration (Hons), Marketing (2013- 2016)

Institution Name : Universiti Teknologi MARA (UiTM), Sungai Petani, Kedah
Current CGPA : 3.05/ 4.00
Expected Graduation : May 2016

2. Matriculation in Accountancy (2012-2013)

Institution Name : Perlis Matriculation College, Arau, Perlis
CGPA : 3.29/ 4.00
Graduation Date : May 2013

3. PMR/SPM

Institution Name : Sekolah Menengah Kebangsaan Tengku Indra Petra (1), Kelantan
Grade : 8A 1B / 5A 1B 2C 2D
Graduation Year : 2011

PERSONAL STRENGTHS & LANGUAGES

Eager to learn new things • Able to work independently and fully cooperate in group • Good skills in communication • Time management skills • Energetic • Enthusiasm • Sense of responsibility • Have initiative • Punctual • Hardworking • Trustworthy • willing to travel for company needs • Fast learner

Language Proficiency		Spoken	Written
BahasaMelayu	:	10	10
BahasaInggeris	:	8	8

COMPUTER SKILLS

• Microsoft Words • Microsoft PowerPoint • Microsoft EXCEL • Internet

ADDITIONAL INFO

ACHIEVEMENTS AND ACTIVITIES:

- President of academic trip for Business Marketing's course (2015)
- Secretary for International Trip to Bandung, Indonesia (2015)
- Secretary of academic trip for Channel Management's course (2015)
- Secretary of "Walk the Talk" Program, organize by Faculty (2014)
- Committee Member in Language Fest 2014
- Participant of Community Service Program, organize by ENACTUS (2013)
- Facilitator for "KEM SKOR A PMR" 2010

REFERENCES

Name : ENCIK MUHAMMAD SAZRI KHAMIS
Position : LECTURER
Tel/E-mail : +6 019 457 2858 (HP) / sazri@kedah.uitm.edu.my

Name : PUAN NOR AMIRA MOHD ALI
Position : Industrial Training Coordinator
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