



IZYAN SYAZANA BINTI ISMAIL
Bachelor in Business Management

SUMMARY

Fresh graduate student from Universiti Selangor (UNISEL) majoring in Business Management. Looking for positions that will make best use of my skills and strive to help the company.

PERSONAL DATA

Female
25 Years
No 19 Jalan P11f/18 Presint 11 62300 Putrajaya WP Putrajaya
izyanismail19@gmail.com
+60 17-359 5945
Single
Muslim
Malaysian

ACADEMIC QUALIFICATION

NO	QUALIFICATION	YEAR	INSTITUTION	GRADE
1	Bachelor in Business Management	2014 – 2016	Universiti Selangor (UNISEL)	CGPA 3.13
2	Diploma in Administrative Management	2010 – 2012	Universiti Selangor (UNISEL)	CGPA 3.34

SKILLS & STRENGTH

- ✓ Proficient in Microsoft Office applications
- ✓ Keyboarding skills with various understanding in note taking.
- ✓ Proved communication skills

Language	Written	Oral
Bahasa Melayu	9	9
English	8	8

(0=poor, 10=excellent)

- ✓ Knowledge in customer relationship management skills.
- ✓ Other professional skills:

No.	Qualification	Grade
1.	LCCI	2

- ✓ Able to work overtime and to be relocate anywhere in Malaysia.
- ✓ Hardworking, innovative and creative.
- ✓ Energetic, active and cheerful personality.
- ✓ Problem solving skills
- ✓ Conduct an event
- ✓ Able to adapt with new environment/ situation.
- ✓ Team player, fast learner, accommodation with face pace environment
- ✓ Eager to learn and able to absorb fast.
- ✓ Able to work under pressure
- ✓ Highly responsible and punctual.

WORKING EXPERIENCES

May – August 2016

Company Name : PETRONAS Dagangan Berhad
Position Title : Intern (Degree Internships)
Industry : Oil and gas
Job Description :

1. Processing Cards Application Form.
2. Do reports (in excel)
3. Updated trackers (in excel)
4. Prepared CAF Statistics (in excel).
5. Other clerical works.

August 2013 – February 2014

Company Name : UNIJAYA RESOURCES SDN BHD
Position Title : Operator
Industry : Information and technology
Job Description :

1. Scanning documents
2. Recording
3. Organizing folder/ files

April – June 2013

Company Name : LEMBAGA PEPERIKSAAN MALAYSIA
Position Title : PSH (*Pekerja Sambilan Harian*)
Industry : Education
Job Description :

1. Managing SPM papers (for those who wants to recheck)
2. Records, organizing, coding and foldering

August 2012 – January 2013

Company Name : JABATAN AUDIT NEGARA MALAYSIA
Position Title : Intern (Diploma Internship)
Industry : Financing
Job Description :

1. Administrative work
2. Do meetings preparation
3. Visits few audit branches

MISCELLANEOUS

Expected Monthly Salary : RM 2,000.00

Willing to Travel : Yes

Possess Own Transport : Yes

Availability : Immediately

REFERENCES

Lecturer
MS NORLIANA BINTI AHMAD SHAH

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School in Management (UGSM)
Faculty of Business
University Selangor
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