



AMIRA BINTI MD ZALIYATI

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OBJECTIVE

- To obtain a position that will enable me to use my strong technical, creative and soft skills, education background and ability to work well with people to propel the organization achieving its goals and objectives.

WORKING EXPERIENCES

- 2018 : Clerk at Agensi Kaunseling & Pengurusan Kredit (AKPK)

Job scopes :-

- Involve in customer service
- Handling administration tasks

Duration : 3rd December 2017 - 2nd April 2018

Salary : RM 1000

- 2017 : Clerk at Irkaz Group Sdn. Bhd.

Job scopes :-

- Involve in customer service
- Handling administration tasks
- Preparing invoices to customer

Duration : 18th January 2017 - 18th July 2017

Salary : RM 900

- 2016 : Clerk at Agensi Kaunseling & Pengurusan Kredit (AKPK)

Job scopes :-

- Involve in customer service
- Handling administration tasks

Duration : 3rd July 2016 - 30th November 2016

Salary : RM 1000

- 2014 : Sales assistant at Salem Aziz Textiles Sdn. Bhd.

Job scopes :-

- Serving customers from beginning (choosing their fabric) until finishing (buying their fabric)
- Arranging and counting stocks

Duration : 3rd August 2014 - 31st December 2014

Salary : RM 900

- 2013 : Cashier at grocery store

Job scopes :

- Involve in customer service
- Packaging, arranging and counting stocks

Duration : 2nd January 2013 - 31st December 2013

Salary : RM 700

EDUCATIONS

- 2010-2014 : UNIVERSITI TEKNOLOGI MARA (UiTM)**
BACHELOR OF SCIENCE (HONOURS) BIOLOGY
CGPA : 2.96
- 2009-2010 : PAHANG MATRICULATION COLLEGE**
CGPA : 3.30
- 2004-2008 : SEKOLAH MENENGAH KEBANGSAAN SERI BUDIMAN**
SIJIL PELAJARAN MALAYSIA (SPM) – 5A 4B 1C

RELATED EXPERIENCES

- 2013 : Industrial Training at MARDI, Terengganu in promotion position.

Program Gotong Royong Perdana, Seremban, Negeri Sembilan.

Program Khidmat Masyarakat Taha@U, Bandar Seri Jempol, Negeri Sembilan.
- 2012 : Jelajah Destini Anak Bangsa 1Malaysia 2012.

EXTRACURRICULAR ACTIVITIES

Member of Biosmarteam Society, UiTM, 2010 – 2014

Member of Recreation Club, UiTM, 2011

Treasurer of the English Society of Sekolah Menengah Kebangsaan Seri Budiman, 2008

Peer Group, Sekolah Menengah Kebangsaan Seri Budiman, 2004 – 2008

Represented Fire Brigade Cadet of Sekolah Menengah Kebangsaan Seri Budiman in marching, 2007

SKILLS

Computer Skills

Familiar with Microsoft Word, Excel and PowerPoint

Language Skills

Fluent in written and spoken Malay

Good in written and spoken English

PERSONAL CHARACTERISTICS

Having strong leadership and communications skills. Able to work either in group or in individual.

Highly motivated and hardworking.

REFERENCES

Puan Junainah Ahmad Esa, Head, Kuala Terengganu Branch of Agensi Kaunseling & Pengurusan Kredit

Phone : 016-2333341, Email : junainah@akpk.org.my

Puan Mastura Mansor, Executive of Bank Negara Malaysia Kuala Terengganu

Phone : 016-2818970, Email : masturamunir@gmail.com