



SITI SHUHANA BINTI

MOHD SIDEK

ABOUT ME

Siti Shuhana, 23 years old, single. A business administration graduate with target to obtain growth and learning opportunities in a creative and forward-thinking in this field. Motivated to seek a challenging opportunity where I will be able to utilize my organizational skills, educational background and ability to work well with people, which will allow me to grow personally and professionally.

CONTACT ME

 TBP 6941, Lahar Tiang, 13200 Kepala Batas, Seberang Perai Utara, Penang

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 sitisuhana11@yahoo.com

PROFESSIONAL SKILLS

MS Words
MS Power Point
MS Excel
MS Publisher
Adobe Photoshop
Adobe After Effect



LANGUAGES

Malay
English
Mandarin



REFERENCE

Puan Nor Zaihan Binti Mat Hasan
(Academic Supervisor)
Faculty of Business & Management,
UiTM Puncak Alam,
42300 Bandar Puncak Alam, Selangor
03-32585038

norzaihanmh@salam.uitm.edu.my

EDUCATION

2016

BACHELOR OF HEALTH ADMINISTRATION (HONS.)

at Universiti Teknologi MARA, Puncak Alam, Selangor
CGPA: 3.73

2013

DIPLOMA OF OFFICE MANAGEMENT & TECHNOLOGY

at Universiti Teknologi MARA, Merbok, Kedah.
CGPA: 3.67

2010

SIJIL PELAJARAN MALAYSIA (SPM)

at SMK Paya Keladi, Kepala Batas, Penang
Result: 4A 2B 4C

CO-CURRICULAR EXPERIENCE

UITM PUNCAK ALAM

- Seminar 'Issues in Healthcare Administration': Vice Secretary (2015)
- Seminar 'Malpractice and Negligence In Healthcare': Participant (2015)
- Seminar 'Global Issues in Healthcare': Participant (2014)
- Vice Chancellor's Award Recipient

UITM MERBOK

- Majlis Perwakilan Komander Kesatria (MPKK) ; Komander Rendah Kanan (2012-2013)
- Larian Gaya Hidup Sihat Anjuran PEMADAM: Participant (2012)
- Latihan Intensif Bakal Komander Zon Utara: Exco Logistic (2012)
- Mandarin Dikir Barat UITM Kedah: Participant (2012)
- Latihan Intensif Bakal Komander : Participant (2011)
- OPKIM UITM Kedah: Participant (2011)
- Vice Chancellor's Award Recipient

WORK EXPERIENCE

HOSPITAL KEPALA BATAS

4 months internship at Administration Department on February until June 2016

FOOD AND BEVERAGES, SUNSHINE BERTAM

1 month working during semester break on February 2013

PERSONAL SKILLS



Team Work



Creative



Organize



Dedication



Active



Optimist



Leadership



Motivation