

FATIN FIRZANAH BINTI MUSA**Mobile number** : 014-5967837**Email** : fatin.firzanah@live.com.my**Personal Particulars****Mailing Address** : 12H, Lorong Permai Timur 7, Taman Soon Hup, 96000 Sibu, Sarawak**Date of Birth** : 1st November 1992**Age** : 26**Marital Status** : Single**IC No.** : 921101-13-5980**Nationality** : Malaysian**Educational Background****Bachelor in Office Systems Management (Hons.) (2012 – 2015)**

Universiti Teknologi Mara (UiTM) Samarahan, Sarawak

CGPA : 3.01

Sijil Tinggi Pelajaran Malaysia (STPM) (2011)

SMK Agama Sibu

CGPA : 2.58

Sijil Pelajaran Malaysia (SPM) (2009)

SMK Agama Sibu

2A,1B+,4B,2C+,1C,1D

Extra Curricular**UiTM****2014**

- Participate as Sekretariat JPK, Jawatankuasa Perwakilan Kolej for session 2013/2014.
- Participate as a committee member for event “Pesta Konvokesyen 2014 Sempena Konvokesyen Kali ke-81 UiTM Sarawak” organized by Bahagian Hal Ehwal Pelajar (HEP) UiTM Sarawak.
- Organized a dinner event “Malam Apresiasi & Kecemerlangan Akademik Office Systems Society (OSYS)” at the Banquet.

School**2011**

- Pengerusi Persatuan Pandu Puteri
- Assistance class monitor

2010

- Participate in PLKN at Kem Similajau Bintulu

Additional Skills

Microsoft Window

Proficient in the use of various Microsoft Office products such as Microsoft Word, Power Point and Excel.

Language

English	Good in writing and speaking
Bahasa Malaysia	Excellent in writing and speaking
Arabic	Basic

Working Experience

Trainee Customer Service Cum Admin, (Boutique Qaseh Aryaana) - 2017

Job Descriptions:

- Handle the cash machine and serve the customer
- Handle incoming stock
- Prepare the monthly profit and expenses accounts

Industrial Training, (Lembaga Sungai-sungai Sarawak) - 2015

Job Descriptions:

- Operate office machine such as photocopiers and scanners, facsimile machines and personnel computer
- Compile, copy sort and file records of office activities, business transactions and other related activities (filing system)

Guru Interim DB17 (SJK(C) Tiong Hin Sibu) - 2012

Job Descriptions:

- Teaching Pendidikan Agama Islam subject.

References

Name	:	Pn. Rozita binti Hanapi Faculty of Business Management Universiti Teknologi Mara Sarawak, 94300 Kota Samarahan Sarawak
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