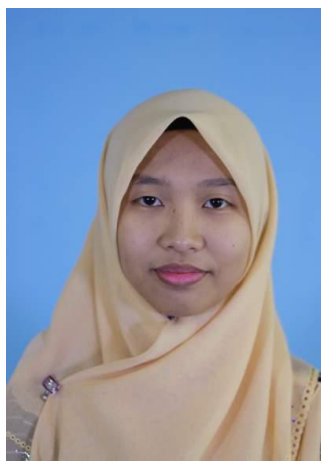


SITI SYASWANA BINTI SULAIMAN

PARTICULARS

No. IC 950613-13-5338
Address Lot 2110, Jalan Damar, Kampung Rampangi, Jalan Sultan Tengah, 93050 Kuching, Sarawak.
Contact No. 019-8346439
Email Address sitisyaswana@gmail.com
Driving License D
Health Excellent



OBJECTIVE

To obtain experiences, challenges and responsible position where I can contribute the best of my skills and efforts for the growth of the company and myself.

EDUCATION

UNIMAS,
Kota Samarahan, Sarawak.
BSc (Hons) Human
Resource Development
CGPA: 3.15



SMKA Sheikh Haji Othman
Abdul Wahab,
KM 13, Jalan Matang, 93050
Kuching, Sarawak
Sijil Pelajaran Malaysia
4A3B4C



Kolej Matrikulasi Sarawak,
CGPA: 2.73



EXTRA-CURRICULAR ACTIVITIES

| | |
|------|--|
| 2016 | Treasurer of Kelab Pembimbing Rakan Intelek Mahasiswa UNIMAS (PRIMU) |
| 2015 | Active member in Kelab Pembimbing Rakan Intelek Mahasiswa UNIMAS (PRIMU) |

COMPUTER SKILLS



LANGUAGE SKILLS

Bahasa Malaysia
Excellent in speaking and writing

English
Fair in speaking and writing

WORKING EXPERIENCE(S)

D'BEST COMPANY

June 2014 – August 2014

Cashier (Part time)

Description Job: Collecting Payment, counting the money in cash drawer, greeting and accepting customer returns

BIRO TATANEGARA NEGERI SARAWAK, JABATAN PERDANA MENTERI

July 2017 – September 2017

Internship Student

Description Job:

Administration Department – sorting mail, filing and answering phones

Training Department – secretariat in program, co-facilitator, key in the data (evaluation program and information of participant) by using access system, secretary of program, and filing.



PARKSON, PLAZA MERDEKA

October 2017 – now

Promoter

Description Job: Making sure to hitting the monthly target, price tagging on stock, attending to customer inquiries, recording all transaction, and timely submission of the report.

OTHER PROJECTS/ACHIEVEMENTS

| Club/Organization/Projects | Details |
|--|---|
| Kelab Pembimbing Rakan Intelekt Mahasiswa UNIMAS  | 2015 <ul style="list-style-type: none"> 11-18 April - Committee member for program Bertandang Ke Bumi Kenyalang 28 March - Facilitator for Program Orientasi Minda 'Kembara Ilmu' 2015 2016 <ul style="list-style-type: none"> Committee member and facilitator in program Aku dan antariksa, Summer Camp, Annual Grand Dinner, Kursus Asas Fasilitator, Perkasa Jati Diri 4.0 SMK Simunjan No 1, Exploring Niah Cave, Metropolis Rush and Unimas Campus Tour SMK Simanggang Director of recreation program- Get Your Shoes on! |
| Kolej Cempaka UNIMAS  | <ul style="list-style-type: none"> Involved in Cempaka X-treme Challenge where climb to mount Santubong at 28 September 2014 Committee in Cempaka family day at 7 June 2015 |
| | <ul style="list-style-type: none"> Volunteer for Kejohanan Sukan Tahunan Antara Universiti Malaysia-Thailand(MAS-THAI) 2016 at 23-27 September 2016 |

REFEREE (S)

MOHAMAD FAIZAL BIN HAJI LAMAT

Penolong Pengarah Biro Tatanegara
Negeri Sarawak

[Biro Tatanegara Negeri Sarawak](#)
Jabatan Perdana Menteri
Tingkat 3, Sub Lot-2-3,
Bangunan Sego
Lot 400, Blok 14,
Salak Land Districh
Jalan Sultan Tengah
93050 Kuching, Sarawak
0138308182
md_faizal@btn.gov.my

MOHD RAZALI BIN OTHMAN

Lecturer/Final Year Project Supervisor
[Faculty of Cognitive Sciences](#)
[and Human Development,](#)
[Universiti Malaysia Sarawak,](#)
[94300 Kota Samarahan, Sarawak.](#)
+6082-5811556
enaieap1@gmail.com