

Izzah Wahidah Binti Ghazali

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43650, Bandar Baru Bangi,
Selangor Darul Ehsan.
+6018-2034979



Citizenship : Malaysia
Age : 21
Marital Status : Single

Objective Overview

To establish the basis of a successful career in the administration and management industry that will enhance my overall professional development and assist me in reaching my long-term goal of becoming a high quality worker who are capable and professional in various kind of career.

Education

2014 – 2015 SMKA Maahad Hamidiah, Kajang
[STPM]
*CGPA 2015 : 2.34

2009 - 2013 SMK Putrajaya Presint 8 [1], Putrajaya

Professional Experience

Oct 2016 – Nov 2016 : Incoming Quality Assurance
[SONY EMCS SDN. BHD.]

* Scope of work :
- Make inspection of product from suppliers
- To ensure the products are based on S.O.P of company
- Key-in data
- Attend meeting and discussion with suppliers

Dec 2015 – Sept 2016 : Pekerja Sambilan Harian [PSH] at Jabatan Kebajikan Masyarakat,
Kementerian Pembangunan Wanita, Keluarga dan Masyarakat [KPWKM]
* **Temporary Administrative Assistant**

* Scope of work :
- Prepare and manage necessary documents and contracts for PSH in
KPWKM and JKM Malaysia
- Assist other administrative assistants in managing the correspondence
matters.
- Key-in database and fillings.
- Attend department's meetings, discussions and community's programs.

Professional Experience

Dec 2013 – May 2014 : COSWAY [M] SDN. BHD

* **Sales Assistant**

* Scope of work :

- Arrange new stocks and unload stocks
- Make receipt payment for customers
- Key-in database and fillings.

Skills

- Proficient in Microsoft Office
- Good interpersonal and communication skills.
- Responsible , proactive , and self-motivated.
- Able to work under pressure and tight deadlines.
- Able to monitoring and supervising workers.

Other Required Information

- Languages [Spoken / Writing] : Malay, English, Arabic
- Driving License : B2 , D
- Interest : Administration and Management
- Expected Salary : RM 1,200.00
- Notice Period : **Immediately**

References

The following person has agreed to provide any additional information regarding my qualifications and character:

Puan Siti Muslimah Binti Ibrahim
[Penolong Pengarah Kanan]

Jabatan Kebajikan Masyarakat,
Aras 12, Bahagian Kanak-Kanak
No.55, Persiaran Perdana
Presint 4 62100, Putrajaya
Tel : 03-8323 2556