

ANNISA FATIMA BT AINOL TAHAR

Graduate Business student with academic training with hand-on experience in hotel services and business development works. Excel as an individual to support team members and delivering task given.

EDUCATION

2014 -2017
*Universiti Teknologi
Mara Sarawak*

● Bachelor of Business Administration
(HONS.) Marketing

CGPA : 2.80

2010-2014
*Kolej Bersekutu UiTM
(SATT College)*

● Diploma in Hotel Management

CGPA : 3.05



INTERNSHIP EXPERIENCE

Aug 2016-Nov 2016
*Sarawak Convention
Bureau*

● Business Development Assistant

- Provide required support for the organization's business development team
- Assist the manager to make inquiries on business events such as seminar and workshop and handle them from start to finish.

Nov 2012 -Mac 2013
Pullman Hotel Kuching

● Food & Beverage Intern

- Able to communicate clearly with customers in a professional, friendly and efficient manner.
- Provide assistance to the staffs amongst other departments when required during peak periods.

● Housekeeping Intern

- Performing general cleaning assignments and services in hotel rooms, hallways and public areas.



WORKING EXPERIENCE

13-16 Nov 2016
*Borneo Convention
Center Kuching*

● ICCA Congress Registration

- Preparing for registration, setting up registration area and assisting ICCA members with registration & congress app.

May 2013- Feb 2014
Pullman Hotel Kuching

● Waitress (Nu Er Hong)

- Experienced in working under pressure, transcribed Customer's orders and collected payment from customers.



CONTACT

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Kuching Sarawak

SKILLS

Adobe Photoshop ★★★★★

Microsoft Office ★★★★★

PowerPoint ★★★★★

Video Editing ★★★★★

INTEREST



Writing



Video Editing



Drawing



Reading

SHORT COURSES

- 14-15 Jan 2017
Kolej Komuniti Kuching
- 23-24 Jan 2016
Kolej Komuniti Kuching
- Sept- Dec 2015
Liu Mandarin Academy

Kursus Asas Adobe Photoshop

Kursus Asas Sketchup

Mandarin For Beginners

EXTRACURRICULAR ACTIVITY

- Nov 2015
UiTM Sarawak
- 2006
SMK Petra Jaya

Student Chapter Of The Institute Of Management Sarawak

Kelab Anti-Jenayah
Secretary Assistant

COMMUNITY SERVICE

- Sept 2012
Kolej Bersekutu UiTM
(SATT College)

Jom Merami Di Asa-Dong Jaya 2012

PERSONAL ATTRIBUTE

Enthusiastic team player who loves to learn new skills and adapt well while working under pressure.

REFERENCES

1. Irdawaty binti Haji Jaya
Lecturer, UiTM Sarawak.

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2. Muhammad Harriz
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Lecturer, UiTM Sarawak

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3. Abdul Mu'min Jarni
Lecturer, SATT College

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