

RESUME

“A LITTLE PROGRESS EACH DAY
ADDS UP TO BIG RESULTS “.

FULL NAME: NUR AISYAH BINTI SAZLAN
IDENTITY CARD NO: 931006-07-5384
ADDRESS: 897 KG BARU SUNGAI BUAYA
14300 NIBONG TEBAL, PENANG
CONTACT NO: 012-5506855 (MOBILE) /
04-5933295 (HOME)
EMAIL: aisyahsazlan@gmail.com



OBJECTIVES CAREER

- To work with company with good working environment in order to contribute in new idea and be a part of a person who involve in company's success.
- To develop knowledge and experiences in order to become professional and be a good leader to my subordinates
- To support my big family's expenses

EDUCATION

• UNIVERSITI MALAYSIA PERLIS (UNIMAP)

MASTER OF BUSINESS ADMINISTRATION – Oct 2015
(Engineering Management) CGPA : 3.36

BACHELOR OF BUSINESS – Sept 2012
(Engineering Entrepreneurship) CGPA: 2.58

• KOLEJ MATRIKULASI PENDANG, Kedah

CERTIFICATE OF CIVIL ENGINEERING

• SEK. MEN TEKNIK TUNKU ABDUL RAHMAN PUTRA, Penang

SIJIL PELAJARAN MALAYSIA (SPM)
(Kejuruteraan Awam)

COMPUTER SKILLS

SOFTWARE

Ms Office
UBS Accounting
Superior TAXCOMP
AUTOCAD

LEVEL

Advanced
Intermediate
Beginner
Beginner

PERSONAL SKILLS

Critical Thinking
Teamwork
Leadership

Problem Solving
Fast Learner
Friendly

LANGUAGES

Malay
English

SPOKEN
Fluent
Conversational

WRITTEN
Excellent
Good

SPORTS

Participated in:

- Netball
- Volleyball
- Futsal
- Softball

WORKING EXPERIENCES

• NORHASHIMAH & PARTNERS, Penang (Current)

Audit, Tax and Accounting Firm

- Offered by Skim Latihan 1 Malaysia (SL1M) as Account Executive for 6 month (April – Oct 2017)
- Exposes in audit, tax and accounting basic experience.
- Exploring knowledge using UBS Accounting, Microsoft Excel and Superior TaxComp Software.

• SOLARGE SDN BHD , UKM -MTDC, Selangor(Internship)

Assembling and Selling Solar Product

- Placed as Sales and Marketing Executive
- Handling first hand project (Lightsaver)
- Surveying and testing the product to our target market which is night market seller.
- Hands over the project back to company due to limited time of internship.

• KFC SG. BAKAP AND NIBONG TEBAL, Penang

Franchising and Fast Food Restaurant

- Work as a crew of customer service, cashier and production.
- Working experience while waiting for result to continue study
- Almost get a promotion from crew to STAR 1 but get offered to further study.

SUPPLEMENTARY

Willing to Travel	Yes
Possess Own Transport	Yes
Driving Licenses	B2 & D
Expected Monthly Salary	RM 2200 and Above
Availability	Anytime

SUMMARY

I'm Aisyah and I just finished my study in Master of Business Administration and will be graduate on Oct 2017. I am 24 years old and the eldest sister of my 10 siblings. My parents are not working anymore and I want this job to help and support my family. I am a kind of fast learner, positive attitude, able to work under pressure, self- motivated and also a person that can be trusted. . If you really want to know what I want to be after 4-5 years coming is of course I want to be a person that holds a position at the higher level with ability to manage and handle my own subordinates. Hence, talks about my expected salary, I thought it is show the logically with the high cost living I put demand for RM 2200.00 and above and suitable for fresh graduate. Thus, my resume which is enclosed, contains limited information on my background I would appreciate the opportunity to discuss with you and to provide further information and details about this application. I can be reached anytime.

Thank you for your consideration and I would not let you down.

Notes:

Any enquiries for references and detailed information, please let me know and will be provide during the interview session. Thank You