



**SABIQAH BINTI ABD WAHAB**

011-36265250

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No 96, Taman Puteri Lagenda,  
Jalan Puteri Lagenda 4, 08000 Gurun  
Kedah Darul Aman.

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## **1. EDUCATION**

### **KOLEJ POLY-TECH MARA**

- Diploma In Office Management and Technology
- CGPA : 2.98
- Graduated On May 2015

### **SEKOLAH MENENGAH KEBANGSAAN SUNGAI LIMAU, YAN**

- SIJIL PELAJARAN MALAYSIA(SPM)
- 2010

## **2. WORK EXPERIENCE**

### **THE REGENCY JERAI HILL RESORT**

- Receptionist
- Business Development

- Business Management, Work For Reception Positions, Take Room Reservations, Entertain Guests, and Receive Payment.
- July 2015 – Current

### **PERNIAGAAN CHE ZAINI**

- Sale Girl
- Selling Cosmetics Product
- Dec 2011-Nov 2012

## **3. SKILLS**

<b>Language</b>	<b>Spoken</b>	<b>Written</b>
▪ ENGLISH	Fair	Fair
▪ MALAY	Good	Good

**MS Office**

## **4. MOBILITY AND AVAILABILITY**

Mobility	Car and Motorcycle
Availability	Immediately

## **5. REFERENCE**

### **KAMARIAH ABD RAHMAN**

- Front Office Executive
- 012-4975413