

MUNIRA BINTI MAZLAN  
 NO 17, LORONG PAUH JAYA 4/6,  
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#### CAREER OBJECTIVE

- Obtained a challenging and responsible position, contribute the best of skills and efforts for the growth of the company.

#### PERSONAL PARTICULAR

I/C	: 901215-07-5084	Age	: 27 years old
Gender	: Female	Date of Birth	: 15 December 1990
Marital Status	: Single	Religion	: Islam
Nationality	: Malaysian	Race	: Malay
Personality	: High discipline, hardworking, focus, able to work well with others		

#### ACADEMIC BACKGROUND

##### Bachelor

Course : Bachelor of Science (Honours) in Chemistry  
 Institution : Universiti Putra Malaysia  
 Year : 2009 – 2013  
 CGPA : 3.284  
 Graduation Day : 27<sup>th</sup> October 2013

##### Matriculation

Course : Life Science  
 Institution : Kolej Matrikulasi Kedah  
 Year : 2008 – 2009  
 CGPA : 3.18

##### Secondary School

Institution : Sekolah Menengah Kebangsaan Agama Al-Irshad  
 Year : 2003-2007  
 SPM : 5A 5B 2C

##### Related courses

- Physical Chemistry and Inorganic
- Calculus
- General Physics
- Organic Chemistry I
- Algebra
- Inorganic Chemistry I
- Analytical Chemistry
- Physics I
- Organic Chemistry II
- Spectroscopy Chemistry
- Physics II
- Physical Chemistry
- Organic Chemistry III
- Inorganic Chemistry II
- Polymer Chemistry
- Kinetics Chemistry
- Thermodynamics Chemistry
- Organic Chemistry IV
- Inorganic Chemistry IV
- Computational Chemistry
- Electrochemistry
- Catalyst
- Special Topic In Organic
- Industrial Chemistry
- Solid State Chemistry

## PERSONAL SKILLS

Computer Literacy: Microsoft Office Word, Microsoft Office Excel, Microsoft Office Outlook, Microsoft Office PowerPoint

### Language Skills

- Malay - Excellent in writing and speaking
- English - Good in writing and speaking
- Arabic - Basic in writing and speaking

## WORKING EXPERIENCES

### 1 APRIL 2014 – PRESENT

Assistant Administration (Assessment) Gred 21 at Lembaga Hasil Dalam Negeri Malaysia Cawangan Pulau Pinang, Tingkat 3-10, Bangunan Dewan Perniagaan Melayu, Lebuhraya Pantai, Peti Surat 660, 10910 Pulau Pinang.

#### Job Scope

- Audit individual tax assessment based on the declared income tax
- Prepare tax position of company accounts
- Responsible for Call of Centre and solve any problems issued by the tax payers
- Impose and remit the penalty of section 103/107(C9)/107C(10) to the company
- Check the tax transaction based on the ledger
- Prepare and input the instalment payments request from the tax payers
- Handling customer application for Bantuan Rakyat 1 Malaysia (BR1M)
- Give information and answer any inquiries regarding BR1M

### 2 JULY 2012 – 24 AUGUST 2012

Internship at Jabatan Kimia Malaysia Pulau Pinang, Jalan Tull, 10450 Pulau Pinang.

#### Job Scope

- Analyzed contents in food samples for example determination of saccharin in soft drinks
- Handling instruments such as High Performance Liquid Chromatography (HPLC), UV-VIS and Fourier Transform Infrared Spectroscopy (FTIR) for samples and analysis
- Responsible in update documentation
- Wrote and presented written project report
- Maintaining good housekeeping practice in laboratory

## EXTRA-CURRICULAR ACTIVITIES

### UNIVERSITY

- Committee of ICT, Publicity and Publication Jentera Penggerak Kijang, Kolej Sultan Alaeddin Suleiman Shah
- Safety Committee of Program Mesra-Mesra KOSASS
- Player of Softball Club 2010
- Player of Futsal Club 2009

### SECONDARY SCHOOL

- Librarian of Library Club
- Member of Pergerakan Puteri Islam Malaysia
- Johan penyediaan khemah rumah sukan
- Naib Johan 4 x 100M
- ASAT Peringkat Kebangsaan

## ACHIEVEMENTS

- Awarded Best Poster (Overall) for the poster entitled Enzymatic Levulinate Esters Hydrolysis in Deep Eutectic Solvents at the 16th Industrial Chemistry Seminar (SKI XVI)
- Awarded Anugerah Cemerlang Akademik Semester Pertama Sesi Akademik 2010/2011

## PROGRAMMES ATTENDANCE

- 16th Industrial Chemistry Seminar (SKI XVI), Department of Chemistry, Faculty Of Science, Universiti Putra Malaysia
- OSH (Occupational, Safety & Health) Hunt Programme, Jabatan Kimia Malaysia Pulau Pinang
- Finishing School 'Resume & interview skills' Universiti Putra Malaysia
- Australian Mathematics Competition for the Westpac Awards
- Olimpiad Matematik Kebangsaan (OMK) 2007
- 'The Last Leg Of The Physic Workshop'
- Malaysian National Chemistry Quiz 2007
- Program Y2Y Dun Peringkat Daerah Seberang Perai Utara

## INFORMATION ABOUT FINAL YEAR PROJECT

### Title of the Project

- Enzymatic butyl levulinate ester hydrolysis in deep eutectic solvents

### Objective of Study

- To carry out lipase-catalyzed reactions in green solvents and study the effect of few parameters such as reaction time course, substrate quantity, enzyme quantity and temperature on the level of butyl levulinate ester conversion.

## REFERENCES

### Muhammad Awis Bin Idris

Pegawai Eksekutif (Penaksiran) Gred 44

Lembaga Hasil Dalam Negeri Malaysia  
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### Syarizan Bin Salleh

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