



MUNIRAH KUIM



PROFILE

A highly-motivated fresh graduate, positive thinking, and able to work under pressure. Passionate to broaden, enhance and equip herself with knowledge and skill. Have a good collaborative and interpersonal skills; dynamic team player with well-developed written and verbal communication abilities. Committed and accustomed to performing in fast-paced and deadline-driven environment.



CONTACT ME



0165840884



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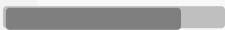


B5, Taman Hartamas,
Telipok, 88450 Kota Kinabalu
Sabah.



SKILL

MS OFFICE



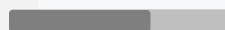
PHOTOSHOP



AUTOCOUNT



SQL ACCOUNTING

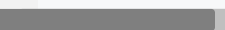


UBS PAYROLL



LANGUAGES

MALAY



ENGLISH



CHINESE



WORK EXPERIENCE

SHOP ASSISTANT - UMMU WARDA'S SHOP AND RESTAURANT

My tasks checking the stocks arrange and organize the items, update account, Tagging price, and treat the customer, and in charge as a cashier as well

2016-Present

PART TIME SALESGIRL - CIK RARA FASHIONISTA BOUTIQUE 2

My roles are to set up the booth, organize and arrange the items, promoting the products to the customers, greet and treat the customer

TEMPORARY CLERK - MAJUNO ENTERPRISE

Performing basic clerical and administrative tasks such as filing, typing correspondence, making copies, and sorting the mail, renew the license and filling tender and claims forms.

JAN2012-AUGUST2012



EDUCATION

BACHELOR OF SOCIAL SCIENCE WITH HONOUR IN INTERNATIONAL RELATION

University Malaysia Sabah (UMS)

2012-2015

SIJIL TINGGI PELAJARAN MALAYSIA (STPM)

SMK Taun Gusi, Kota Belud, Sabah

2010-2011

SIJIL PELAJARAN MALAYSIA (SPM)

SMK Taun Gusi, Kota Belud, Sabah

2005-2009



ACTIVITIES

Kursus Asas Pemasangan dan Penyelenggaraan Komputer & Kursus Asas Microsoft Office (Microsoft Word, Microsoft Power Point, & Microsoft Excel) - (Sijil Kemahiran Malaysia)

Talent Corp's Graduate Employability Booth Camp.

International Relations Club, University Malaysia Sabah, Kota Kinabalu

- An active committee member in International Relations Club from Sept. 2012 to July 2015. Frequently participated in programs and activities held by the club such as family day, annual dinner, and Seminars. Assisted club in organizing various seminars and events



REFERENCE

MADAM DIANA
PETER
Lecturer

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MISS FARAH LYANA BINTI
HAMZAH
Manager of Cik Rara
Fashionista 2 Boutique

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