



# RASYIDAWATI RASHID

## PERSONAL PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. I am excellent in working with others to achieve a certain objective on time and with excellence.

## CONTACT

90, Lorong Haji Wan  
Yahya 1/2, Tmn. Damai  
Mentaloon 05250 Alor  
Setar, Kedah

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 012-5841593

## EDUCATION

SEK. MEN. TUNKU ABD MALIK  
SPM 1995-1999

PROGRAM PEND. BERTERUSAN (USM)  
Pengurusan Sumber Manusia  
MEI-AUGUST 2010

## SKILLS

- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

## WORK EXPERIENCE

**MS Elevator Engineering S/B, Receptionist**  
2005-2008

- Welcomes visitors by greeting them, in person or on telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions

**Ace Synergy Insurance Berhad, Telemarketer**  
2008-2012

- Contact consumers and business customers by phone to attempt to sell or create interest in a product or services. If a prospect agrees to make a purchase, telemarketing agents take details and ask about agreement delivery.

## ACHIEVEMENTS

SEA GAMES 2000 - GOLD (ROWING)  
SUKMA 1999 - CHAMPION (ROWING)  
SUKDA 1999 - CHAMPION (ROWING)  
NATIONAL ROWING COMPETITION  
1998 - CHAMPION  
NATIONAL KAYAKING COMPETITION  
1998 - CHAMPION

## SKILLS

MICROSOFT OFFICE 2013  
INTERNET

## REFERENCES

- EN. RUSLIM BIN OMAR
- Team Leader at ACE SYNERGY
- INSURANCE BHD.
- (019-383 47820)
- 
- MOHD. AL BAKHTIAR BIN AHMAD
- Marketing Manager
- S LINE NETWORKS SDN. BHD.
- (010-502 5634)

**Hospital Sultanah Bahiyah, Nurse Assistant (Contract)**  
2012-2013

- Provide patients personal hygiene by giving bedpans, urinals, baths and assisting with showers and bath.
- Provide for activities of daily living by assisting meals, ambulating , and providing fresh water.

**Kemas Outsources Pact S/B, Administrative cum Secretary**  
2013-2014

- Prepare foreign staff permits and matters related to immigration and KDN.
- Perform daily clerical works.

**Sline Networks S/B, Marketing Administration Support**  
2014 - 2016

- Organise and schedule meetings.
- Organise MLM talks and conferences.