

## RESUME

### PERSONAL PARTICULARS

**NAME** : AMIRAH BINTI MD ARSHAD  
**ADDRESS** : NO 5 KG GUAR LEPAI, JLN PDNYU 02600  
ARAU PERLIS  
**MOBILE NO.** : 013-4343182/01140699568  
**EMAIL** : [amirah.arshad32@gmail.com](mailto:amirah.arshad32@gmail.com)  
**AGE** : 25 YEARS OLD  
**DATE OF BIRTH** : 23 DECEMBER 1991  
**NATIONALITY** : MALAYSIA **GENDER** : FEMALE  
**MARITAL STATUS** : SINGLE **IC NO.** : 911223-09-5068



### CAREER OBJECTIVE

To practice good discipline, flexible, and very open to new learning opportunity, contribute, and excel professionally within an organization for achieving corporate goals.

### EDUCATIONAL BACKGROUND

**Level** : Diploma **CGPA** : 3.18  
**Field of Study** : Business Study (Management)  
**Major** : Business  
**Institute/** : Politeknik Tuanku Syed Sirajuddin (PTSS)  
**University**

**Level** : Bachelor of Degree **CGPA** : 2.77  
**Field of Study** : Business  
**Major** : International Business (Hons) (International Business)  
**Institute/** : University Malaysia Perlis  
**University**

### WORK EXPERIENCE

July 2011-Dic 2011 Trainee At Telekom Malaysia (Negeri Perlis)  
▪ Promote New Product  
▪ Public Relation – Meet With Client

July 2014-Aug 2014 Trainee At Perkeso (Negeri Perlis)

- Administration
- Unit enforcement.

July 2015-Aug 2015 Trainee At Contrail sdn.bhd

- Admin & Human Resoure
- Account

### SKILLS & STRENGTHS

Languages :	Spoken	Written
▪ English	Fair	Fair
▪ Malay	Good	Good
▪ Have experienccn taking Arabic and Korean Language.		

### Computer Skills:

- Microsoft Office
- Microsoft PowerPoint
- Microsoft Excell

### Others:

- Able To Give Commitment
- Can Work Under Pressure And Meet Tight Deadlines.

### Mobility and availability

- |                |             |
|----------------|-------------|
| ▪ Mobility     | Car         |
| ▪ Availability | Immediately |

### EXTRACURRICULAR INVOLVEMENT

- |   |           |
|---|-----------|
| ▪ Khusus Ejen kastam dan GST siri1 2016     | Jan 2016  |
| ▪ Seminar junior Coaching Dr.Shaker         | Feb 2016  |
| ▪ Kursus Bina Negara Asas Mahasiswa (KBNAM) | Mac 2015  |
| ▪ Seminar pelaburan dan kewangan with SIDC  | Dis 2011  |
| ▪ Program anak angkat                       | June 2010 |
| ▪ Program Titian kasih                      | June 2010 |
| ▪ Kursus motivasi kecemerlangan             | Dis 2009  |

### REFERENCES

Name : Bibi Noraini Binti Yusuf

Position : Chairman of International Business Program  
School of Business Innovation & Technopreneurship  
University Malaysia Perlis,

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