

PERSONAL INFORMATION

Date of Birth : 9th April 1984
Age : 33 years
Gender : Female
Nationality : Malaysian
Status : Married
Race : Malay
Religion : Muslim
IC No. : 840409-01-6086
Address : No. 11A Jalan Umbut 24/22 Seksyen 24,
40300 Shah Alam, Selangor
Tel (h/p) : 013-2580508



EDUCATION

Highest Level Academic Qualification

Level : Bachelor's Degree
Field of Study : Business Administration
Major : Marketing
Grade : 2.56 / 4.00
Institution name : University Technology of Mara , Johor
Period of study : Dis 2007 – Nov 2010

2nd Highest Level Academic of Qualification

Level : Diploma
Field of Study : Electrical Engineering
Major : Electronic
Grade : 2.58 / 4.00
Institution name : University Technology of Mara ,ShahAlam
Period of study : Dis 2002 – Nov 2006

3rd Highest Level Academic of Qualification

Level : Pre-Science
Grade : 3.56 / 4.00
Institution name : University Technology of Mara ,Negeri Sembilan
Period of study : Jun 2002 (6 months)

SKILLS & STRENGTHS

Strength :

- Able to work as a team or independently.
- Willing to learn new things and a fast learner person.
- Able to work in a challenging and dynamic working environment.
- Friendly, easy to deal with.
- Positive attitude, responsible, and patient.

Languages :

Spoken and writing : Malay & English

WORKING EXPERIENCES

- Sept 2014 – April 2016 : Assistant Secretary Grade 41
Unit Bilateral 1
Ministry of Higher Education Malaysia
International Relation Division**
- Coordinating a working visit to abroad
 - Cooperation relations between Malaysia and other countries in the field of higher education through the Memorandum of Understanding.
 - Coordinate meeting of Joint Working Group.
 - Coordinate visits from foreign delegations to Ministry of Higher Education.
 - Prepare for brief and notes of discussion.
 - Prepare letters and minutes of meeting.
 - Perform other related duties as required.
- August 2012 – August 2013 : Assistant HR (Contract) in BASF (Malaysia) Chemical SdnBhd**
- Assist manager in the related job.
 - Prepared for any letter that request by employee include from outside Malaysia.
 - Record data for each employee, including such information as addresses, weekly earnings, absences and etc.
 - Coordinate for employee benefit programs and worker's compensation plans.
 - Assist recruitment executive related to the recruitment task.
 - Do the ad-hoc task.
- Nov 2010 - July 2012 : Admin Assistant (Contract) in Segi Seri Sdn Bhd, Shah Alam.**
- Updates the bulletin board by posting and removal of outdated materials.
 - Answer telephones, direct calls and take messages.
 - Compile, copy, sort, and file records of office activities, business transactions, and other activities.
 - Fill up tender form.
 - Perform other related duties as required.

CURRICULAR ACTIVITIES

- BENGKEL PEMIAWAIAN TEMPLET MEMORANDA DAN MEMORANDUM JEMAAH MENTERI (MJM) SEKTOR PENDIDIKAN TINGGI (SPT) KEMENTERIAN PENDIDIKAN MALAYSIA di Lexis Hotel, Port Dickson.
- 12TH ASEAN LEADERSHIP FORUM (26-27 APRIL 2015 – MANDARIN ORIENTAL KL)
- PROGRAM RETREAT BAHAGIAN HUBUNGAN ANTARABANGSA SEKTOR PENGAJIAN TINGGI, KEMENTERIAN PENDIDIKAN MALAYSIA (18 DISEMBER – 20 DISEMBER 2014)
- BENGKEL PENYEDIAAN DOKUMEN MS ISO 9001 : 2008 SEKTOR PENGAJIAN TINGGI, KPM (9 DISEMBER – 11 DISEMBER 2014)
- SEMINAR 3 USTAZ (19 NOVEMBER 2014)
- ‘EXCO CENDERAHATI’ for SEMINAR IN MARKETING ISSUE 2010
- ‘EXCO CENDERAHATI’ for TRIP TO CAMERON HIGHLAND 2010.

OBJECTIVE

Seeking a position in any field that offers challenges and opportunity for career advancement.

ADDITIONAL INFO

Willing to travel	:	Yes
Willing to relocate	:	Will consider
Driving licence	:	D
Own transport	:	Yes
Expected Salary	:	RM2600 (NEGOTIABLE)

REFERENCES

Cik Siti Khadijah Binti Abdul Ghani
Senior Assistant Secretary
Ministry of Higher Education
International Relation Division
Level 14, No. 2, Tower 2, Jln P5/6, Precint 5,
62200 W.P. Putrajaya
Tel : 03-88705380