

RESUME

PERSONAL DETAILS

Name : Halimahtul Saadiah binti Mohiddin
 Address : No.30E, Lorong 5, Taman Suria Jaya, Jalan Matang, 93050 Kuching, Sarawak
 I/C No. : 920713-13-6314
 Hp No. : 011-25035020
 Date of Birth : 13 July 1992
 Status : Single
 E-mail : halimahtulsaadiahm92@gmail.com



EDUCATIONAL BACKGROUND

2013 – 2015 : Universiti Teknologi MARA (UiTM), Puncak Alam
 Bachelor in Health Administration (Hons.)
 CGPA: 2.90
2010 – 2013 : Universiti Teknologi MARA (UiTM), Kota Samarahan
 Diploma in Office Management and Technology
 CGPA: 3.11
2005 – 2009 : Sekolah Menengah Kebangsaan Petra Jaya, Kuching
 Malaysian Certificate of Education (SPM)
 Sijil Pelajaran Malaysia (SPM) : 1A, 2A-, 2B, 1C+, 1C, 2D, 1E

EDUCATIONAL ACHIEVEMENTS

Secondary School Education

Sports and Extra Co-curriculum Activities

- Joined school choir
- Joined school sports day
- Joined softball sports
- Joined Bomba Society
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University Education (Diploma)

Activities Joined

- AJK for Mengubah Destini Anak Bangsa (MDAB)
- Joined Seminar that been organised by university

- Organised event twice
- Joined camp organised by course club

University Education (Bachelor Degree)

Activities Joined

- Organized event on Marketing subjects (Treasurer)
- Organized event on Forum in Healthcare Delivery & Risk (Assistant Director)
- Practical at Normah Medical Specialist Centre from 2nd March – 19th June 2015

WORKING EXPERIENCE

- June 2011** : Working as a part-timer waitress at Merdeka Palace Hotel & Suites
- December 2013 – March 2014** : Working as a part timer promoter at Plaza Merdeka Shopping Mall
- June – July 2016** : Working as a Supervisor at The Food Gallery Level 3 Tun Jugah
- October 2016 – January 2017** : Working as a Sales Girl at Venditore Place Boutique, Sukma
- January 2017 – Current** : GETS program

PERSONAL CHARACTERISTICS

Personal qualities : I have been described as a hardworking, friendly, responsible person. I am in a good health condition.

Preferred work style : I prefer to work in a fairly organized environment. I would like to think that I am an ambitious person, yet realistic, about my chances of completing a given task with success. Moreover, I prefer to work in and outside of office.

SKILL/STRENGTHS

- Read, write and speak well in Bahasa Malaysia and in English
- Able to work under pressure and meets the tight deadlines
- Able to use Microsoft Word, Excel and Power Point
- Independent and self – motivated
- Able to accomplish tasks
- Easy to close with new people
- Willing to learn to improve my performance
- Hardworking person
- Able to get along with all types of people

REFERENCE PERSON

- 1) Name: Ridhawati binti Haji Zakaria
Position: Lecturer at UiTM, Puncak Alam
Contact No.: 012-6811852 (H) 03-32587121 (O)
- 2) Name: Mohd Shahril Mohd Besir
Position: Lecturer at UiTM, Puncak Alam
Contact No.: 012-2542923 (H) 03-32587137 (O)