

Juliza Binti Che Wahab

940711-11-5200

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No. 334, Kampung Permaisuri
22100, Bandar Permaisuri
Terengganu Darul Iman
+6010-5701854



Citizenship : Malaysia
Age : 23
Marital Status : Single

Objective Overview

To establish the basis of a successful career in the administration and management industry that will enhance my overall professional development and assist me in reaching my long-term goal of becoming a high quality worker who are capable and professional in various kind of career.

Education

2012 - 2013 SMK Saujana Setiu, Terengganu
[STPM]
*CGPA 2013 : 2.09

2007 - 2011 SMK Saujana Setiu, Terengganu

Professional Experience

Oct 2016 – Nov 2016 : Production Operator
[SONY EMCS SDN. BHD.]

* Scope of work :

- Make inspection of product from suppliers
- To ensure the products are based on S.O.P of company

May 2015 – Sept 2016 : Pekerja Sambilan Harian [PSH] at Jabatan Kebajikan Masyarakat,
Kementerian Pembangunan Wanita, Keluarga dan Masyarakat [KPWKM]
* **Temporary Administrative Assistant**

* Scope of work :

- Prepare and manage necessary documents and contracts for PSH in KPWKM and JKM Malaysia
- Assist other administrative assistants in managing the correspondence matters.
- Key-in database and fillings.
- Attend department's meetings, discussions and community's programs.

Professional Experience

Jan 2014 – Jan 2015 : Production Operator
[OSRAM SEMICONDUCTOR SDN. BHD.]

* Scope of work :

- Make inspection of product from suppliers
- To ensure the products are based on S.O.P of company.

Skills

- Proficient in Microsoft Office
- Good interpersonal and communication skills.
- Responsible , proactive , and self-motivated.
- Able to work under pressure and tight deadlines.
- Able to monitoring and supervising workers.

Other Required Information

- Languages [Spoken / Writing] : Malay and English
- Interest : Administration and Management
- Expected Salary : RM 1,200.00
- Notice Period : **Immediately**

References

The following person has agreed to provide any additional information regarding my qualifications and character:

Puan Umihani Binti Awang
[Ketua Penolong Pengarah]

Osram Semiconductor Sdn. Bhd.

Jabatan Kebajikan Masyarakat,
Aras 12, Bahagian Kanak-Kanak
No.55, Persiaran Perdana
Presint 4 62100, Putrajaya
Tel : 03-8323 2556

Osram Opto Semiconductors (M) Sdn.Bhd.
Bayan Lepas Free Industrial Zone,
Phase 1,
11900
Bayan Lepas, Penang.