

Anis Zuhaira Binti Mohd Yusof
F 245, Kampung Kedah
34200 Parit Buntar
Perak Darul Ridzuan

22nd March 2017

Human Resources Manager

Dear Mr/Mrs,

APPLICATION FOR JOB VACANCIES IN HUMAN RESOURCES.

With reference to the above matter, I am writing to seek your kind consideration for job placement in job vacancies at your dynamic organization in accordance with my qualifications.

Please be informed that, I have finished for 6th. semester of my studies taking up degree programme in BBA (Hons.) Human Resources Management and, I believe that I have strong educational background and possess positive personal traits to be a good employee in your organization. I am enthusiastic person who is able to work independently and also passionate working in team. I am also confident that I would be able to adapt with your working environment and carry out tasks or work assigned successfully. Furthermore, I am eager to learn something new and very hardworking person. My details and other relevant information is as per enclosed in my attached resume.

If you have any query, I can be contacted at 017-4362164 or aniszuhaira93@gmail.com . All correspondence can be directed to my mentioned address. Here, I attached together my resume, and my examination result for your kind reference. Thank you for taking time to consider my application. I am confident I will be able to contribute positively to your organization and look forward to hearing from you in the near future.

Your kind attention and consideration on the above matter is highly appreciated. Thank you.

Yours truly,

ANIS ZUHAIIRA BINTI MOHD YUSOF



ANIS ZUHAIRA BINTI MOHD YUSOF

Address : F 245, Kampung Kedah, 34200 Parit Buntar, Perak Darul Ridzuan.
Contact Number : 017-4362164
E-mail : aniszuhaira93@gmail.com
I/C No. : 930625-14-5260
Religion : Islam
Marital Status : Single
Written/Spoken : Malay, English
Personal Strengths : Adaptability to change, excellent communication skills, eager to acquire new knowledge and skills, hardworking and able to work in groups, committed and fully dedicated.
Computer Literacy : Proficient in Microsoft Office (Word, Excel, Power point), Prezzi, Internet Proficiency, and Adobe Photoshop, Movie Maker.

CAREER OBJECTIVE

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements. My strong credentials with proven academic achievement and ability to work well with all level of people would contribute towards the attainment of your organizational goals and objectives.

WORKING EXPERIENCE

Feb – July: 2016	Internship at Silitech Technology Corporation Sdn Bhd Allowances: RM500 per month <ul style="list-style-type: none">• Complete all the vacancies raise and manpower headcount required.• Organize the organization hiring plan according to the development plan of organization.• In-charge job interview for new operators either for local or foreign workers.• Responsible to proceed for hiring approval, prepare offer letter, pre-employment medical test and employee badge for new operators on their first day to ensure the hiring process run smoothly.
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	<ul style="list-style-type: none"> • Conduct the process of new operators filling their personal details form before induction process. • Responsible to summarize the problem exist in the recruitment and provide suggestions for improvement on monthly report submission. • Key in all new employee data and all updated data of employees in HRM system. All the process and data will be kept in document and updated by me in Human Resources System (HRS) as references. • Responsible to maintain all HR record and data of leave, MC, attendance report and ensure all personal files are updated and manage effectively. • Key in attendance of all new operators and employee who did not bring their badge card in Time Management System (TMS) • Approved overtime form for all production in TMS every day to ensure there are no mistakes occur during payroll process. • Updated duty roaster for technician and security in TMS. • Check employee's attendance to ensure no abnormal exist before payroll. • Prepare operators payroll, divide and distribute pay slip by department. • In-charge in updating employee's performance appraisal form and filing process for all document related to workers. • Key in employee's medical claim in HRM system. • Prepare and distributed handbook to all confirm employee. • Update and filling "Employee Resignation" file based on department every month. • Updated the data and statistic graph of resign employee's in system. • Prepare resign form and conduct interview for resign employee. • Help to coordinate and support on any company's event such as arrangement for the set-up and etc. • Responsible to administrate training attendance, training registration and new intake orientation. • Update and accurate all training records. • Responsible to manage the training room and training material. • Compiled the data of On Job Training. • Anything related to interview, recruitment, payroll, compensation and training.
2013-2017: Part Time during semester break	Boutique Deena Exclusive, Parit Buntar, Perak Darul Ridzuan Salary: RM 1000 per month ➤ Currently. <ul style="list-style-type: none"> • Clerk - Key in GST in company system, <ul style="list-style-type: none"> - Responsible to process monthly worker's payroll and ensure that all payment of wages is handled in efficient, accurate and timely manners. - Conduct interview for new promoter. - Handle and provide training for new promoter. • Responsible for drafting of the advertisement for company online business, and job vacancies required information. • Part Time during semester break as promoter and cashier (Jan 2013 – July 2016)

EDUCATIONAL BACKGROUND

YEAR	NAME OF SCHOOL /UNIVERSITY	LEVEL	RESULT
Sept 2013- July 2016	Universiti Teknologi Mara, Pulau Pinang	Bachelor of Business Administration (Hons) Human Resource Management	CGPA: 3.11
2011 – 2012	Sekolah Menengah Kebangsaan Panglima Bukit Gantang, Parit Buntar, Perak.	Sijil Tinggi Pelajaran Malaysia (STPM)	CGPA: 3.58 MUET: Band 3
2006 - 2010	Sekolah Menengah Kebangsaan Seri Nibong, Nibong Tebal, Pulau Pinang	Sijil Pelajaran Malaysia (SPM)	2A 3A- 2B+ 1B 2C+

EXTRA CO -CURRICULAR ACTIVITIES

Years	Extracurricular Activity
Sept 2014 – March 2016	<ul style="list-style-type: none"> Held the position of executive secretary for the Institut Pemikir Mahasiswa (IPM), UiTM Pulau Pinang (UiTMpp).
March –July 2014	<ul style="list-style-type: none"> Held a position as executive secretary for the IPM, UiTMpp. Appointed as the Secretary of “Konsert Amal Kasih Siswa UiTMpp initiated by Majlis Perwakilan Pelajar (MPP) Collaborated with IPM, UiTMpp . Secretary of the “HEALTH, SAFETY AND ENVIRONMENT (HSE) ENGAGEMENT SESSION” organized by Petronas Gas Berhad in collaboration with UiTMpp, MPP and IPM. Active members of WAS Club and Orantor Club in program for social activities purposes. Vice-Chairman of the program “HPD Family Day” for the student Public speaking classes of Faculty Business Management
Sept 2013- Jan 2014	<ul style="list-style-type: none"> Active member of Pasukan Sukarelawan Siswa (PSS) UiTMpp. Took part in all community service and social activities with villagers organized by PSS. Held the position of secretary in club IPM UiTMpp.
2012 (STPM)	<ul style="list-style-type: none"> President of the Badminton Club in SMK Panglima Bukit Gantang (SMKPBG) and have conducted a Badminton Competition among STPM students. Treasurer of the Uniform Club “Kadet Remaja Sekolah”
2010 (SPM)	<ul style="list-style-type: none"> Held the position of Secretary in hostel SMK Seri Nibong (SMKSN). Vice-President of the “Petanque” Club in SMKSN. Treasurer of the Uniform Club “Persatuan Puteri Islam Sekolah” in SMKSN.

REFERENCES

1. **Shaira binti Ismail**
Senior Lecturer/Academic Advisor
Faculty of Business Management,
No. 19, Ground Floor, Academic Block,
UiTM Bertam.
sheeraz_tz@yahoo.com
H/P : 013-4455669

2. **Sharini binti Shafiee**
Human Resources Assisstant
Silitech Technology Corporation Sdn Bhd
1528, MK 15, Jalan Besar,
14200 Sg. Jawi, S.P.S,
Penang, Malaysia
sharini@silitech.com
H/P : 012-5398060

NAME	ANIS ZUHAIRA BINTI MOHD YUSOF	GENDER	FEMALE	PROGRAM	BM243 - SARJANA MUDA PENTADBIRAN
BIRTHDATE	25/06/1993	NRIC/PASSPORT	930825145260	FACULTY	FACULTY OF BUSINESS MANAGEMENT
ADDRESS	F 245, KAMPUNG KEDAH	STUDENT ID	2013284404	INTAKE SESSION	JUNE 2013
		BIRTHPLACE	WP K LUMPUR	LEVEL	BACHELOR DEGREE
	34200 PARIT BUNTAR PERAK	CITIZENSHIP	WARGANEGAR	RESULTS	COMPLETED
				FINAL SESSION	JUNE 2016
				FINAL CGPA	3.11

CODE	COURSE	CREDIT UNIT	GRADE POINT	GRADE/STATUS	CODE	COURSE	CREDIT UNIT	GRADE POINT	GRADE/STATUS
20134 - SEMESTER 1 2013/2014 PART 1									
ACC406	INTERMEDIATE FINANCIAL	3.00	3.67	A- LU					
ECO415	ECONOMICS	3.00	4	A LU					
ELC400	PREPARATORY COLLEGE	2.00	2	C LU					
HBU111	NATIONAL KESATRIA I	1.00	4	A LU					
LAW418	BUSINESS LAW	3.00	2.67	B- LU					
MGT417	INFORMATION TECHNOLOGY	3.00	2	C LU					
MGT420	PRINCIPLES AND PRACTICE	3.00	2	C LU					
TMC401	INTRODUCTORY MANDARIN	2.00	3.33	B+ LU					
GPA: 2.88 CGPA: 2.88									
UNITS OBTAINED: 20.00 (20.00) LU									
20142 - SEMESTER 2 2013/2014 PART 2									
CTU551	ISLAM AND ASIAN	2.00	3	B LU					
FIN420	FINANCIAL MANAGEMENT	3.00	2.33	C+ LU					
HPD111	PUBLIC SPEAKING I	1.00	4	A LU					
HRM533	INTRODUCTION TO HUMAN	3.00	2.67	B- LU					
IBM530	INTRODUCTION TO	3.00	3	B LU					
MKT420	PRINCIPLES AND PRACTICE	3.00	3.67	A- LU					
OPM530	INTRODUCTION TO	3.00	2	C LU					
TMC451	INTRODUCTORY MANDARIN	2.00	3.33	B+ LU					
GPA: 2.88 CGPA: 2.88									
UNITS OBTAINED: 20.00 (40.00) LU									
20144 - SESSION 1 2014/2015 PART 3									
ELC500	ENGLISH FOR ACADEMIC	2.00	3.33	B+ LU					
FIN533	PERSONAL FINANCIAL	3.00	2.67	B- LU					
HPD221	PUBLIC SPEAKING II	1.00	4	A+ LU					
HRM537	STRATEGIC HUMAN	4.00	3.33	B+ LU					
MGT534	ORGANIZATIONAL BEHAVIOUR	4.00	2.67	B- LU					
MGT538	PERSONAL DEVELOPMENT	3.00	4	A LU					
QMT425	QUANTITATIVE BUSINESS	3.00	3.67	A- LU					
TMC501	INTRODUCTORY MANDARIN	2.00	3.33	B+ LU					
GPA: 3.29 CGPA: 3.03									
UNITS OBTAINED: 22.00 (82.00) LU									
20152 - SESSION 2 2014/2015 PART 4									
CTU555	MALAYSIAN HISTORY	2.00	4	A LU					
ECO535	LABOUR ECONOMICS	3.00	2.67	B- LU					
ENT530	PRINCIPLES OF	3.00	3	B LU					
EWG661	ENGLISH FOR REPORT	2.00	3.33	B+ LU					
HRM542	RECRUITMENT AND	4.00	3	B LU					
HRM549	HUMAN RESOURCE	4.00	3.33	B+ LU					
HRM582	EMPLOYMENT LAW	4.00	3	B LU					
GPA: 3.14 CGPA: 3.08									
UNITS OBTAINED: 22.00 (84.00) LU									
20154 - SESSION 1 2015/2016 PART 5									
HRM544	PERFORMANCE MANAGEMENT	4.00	3	B LU					
HRM645	CHANGE AND ORGANIZATION	4.00	3	B LU					
HRM648	COMPENSATION AND	4.00	2.67	B- LU					
HRM659	INDUSTRIAL RELATIONS	4.00	3.33	B+ LU					
MGT648	RESEARCH METHODS	4.00	3.33	B+ LU					
MGT657	STRATEGIC MANAGEMENT	4.00	3	B LU					
GPA: 3.05 CGPA: 3.06									
UNITS OBTAINED: 24.00 (108.00) LU									
20162 - SESSION 2 2015/2016 PART 6									
HRM671	INDUSTRIAL TRAINING	8.00	0	L LU					
HRM672	INDUSTRIAL TRAINING	8.00	4	A LU					
GPA: 4.00 CGPA: 3.11									
UNITS OBTAINED: 6.00 (114.00) TM									

NO ALTERATION OR ADDITION IS HEREBY AUTHORIZED

DATE: 05/01/2017

VERIFIED BY:

PRINTED BY:



NORZAH BINTI DAUD