



RESUME

PERSONAL DETAIL

Name : Rosnani Bt Md Salleh
IC. No. : 780527-08-6104
Date of birth : 27 May 1978
Sex : Female
Marital status : Married
Race : Malay
Nationality : Malaysian
Religion : Islam
Address : No. 90 A, Taman Gunung Hijau, 05400 Jalan Sungai Korok,
Alor Setar, Kedah.
Tel. No. : 017-5213137
E-mail : nanie3t@gmail.com

OBJECTIVE

To develop a lifetime career in an organization that give an opportunity to handle any challenge and hard task in a highly motivated environment and at the same time jointly develop in an organization's growth and expansion.

To contribute in a growth of a progressive and global organization and strongly committed in producing excellent quality of work and service.

EDUCATION

1998-2002	University Malaysia Sabah Bachelor of Information Technology with Honors
1996-1998	Kolej Mara Kulim Science Matriculation with CGPA 2.81
1994-1995	Sekolah Menengah Teknik Alor Setar Sijil Pelajaran Malaysia Gred 1
1991-1993	Sekolah Menengah Sultanah Bahiyah Penilaian Menengah Rendah 5A 3B
1990	Sekolah Kebangsaan Haji Hassan Itam UPSR 2A 2B

LANGUAGE PROFICIENCY

Speak: Malay – Fluent
English – Fluent

Write: Malay – Fluent
English – Fluent

PERSONAL SKILLS

- Computer literate and able to learn any computer program fast
- Familiar with all Microsoft Office Program (Words, Excel, Power Point and Access)
- Good communication skills. Able to communicate well with all staff level, client, subordinates and customers
- Willing to work under pressure and independent with minimum supervision
- Able to learn fast

WORKING EXPERIENCE

1 October 2015 - Present

Ayam Penyet Best Sdn Bhd, Aman Central, Alor Setar, Kedah.

Outlet Manager

Manage restaurant administration and operation

15 April 2014 – 18 Jun 2015

Restoran Ayam Penyet Api Mesra Sdn Bhd, Aeon Big, Alor Setar

Supervisor

Supervised and managing the restaurant.

July 2004 - 2007

Pacific Ngiu-Kee Sdn. Bhd., Kota Kinabalu, Sabah

MIS Support

Support store system and database, computer maintenance and networking.

September 2003 – July 2004

SRT-EON Security Services Sdn Bhd., Segama Complex, Kota Kinabalu, Sabah

General Clerk

Work as a Branch Manager Personal Assistant, doing clerical job, data entry and human resources.

Mei 2003 – October 2003

Ang's Hotel Sdn. Bhd., Jalan Pantai, Kota Kinabalu, Sabah

Receptionist cum General Clerk

Perform clerical job, reception and some basic account.

April 2003 – May 2003

The Webmasterpro Malaysia, Seremban, Negeri Sembilan

Lecturer

As a lecturer in a workshop teaching aid

Nov 1998 – September 2002

Mc Donald's Restaurant Center Point, Kota Kinabalu, Sabah

Start as a Part Time Crew, and then had been promoted to Customer Care Representative and management trainee

REFERENCE

Chang Siew Fong, Director Ayam Penyet Best Alor Setar

Tel. No.: 019-4508798

Miss Ong, Chin Hong Hardware Sdn. Bhd.

Tel. No.: 012-4982305

Miss Querasa, Ayam Penyet Api Mesra Sdn Bhd, Aeon Big, Alor Setar

Tel. No.: 016-7820733