

CURRICULUM VITAE



SITI HAJAR AISYAH BINTI SAMURI

*Bachelor of Sunnah with Information Management Studies (Hons.)
Fresh Graduate*

PERSONAL INFO

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44010 Kuala Kubu Bharu, Hulu Selangor, Selangor

EDUCATIONAL BACKGROUND

Graduated in Bachelor of Sunnah with Information Management Studies (Hons.) in 2017
Universiti Sains Islam Malaysia
CGPA: 3.46/4.00

Malaysian University English Test (MUET) in 2015
Band 4

Sijil Pelajaran Malaysia in 2011
Sekolah Berasrama Penuh Integrasi Gopeng, Perak, Scored 5A of 11 subjects

INDUSTRIAL EXPERIENCE

20 FEB 2017 - 11 JUNE 2017 (4 months)

Position : Internship Trainee
Company : Pejabat Pendidikan Daerah Hulu Selangor
Department : Humanitarian Development Sector (Students Affair Unit)

Task Field :

- a) Data Analyst
 - The professional whose focus of analysis and problem solving relates to data
 - Analyze Students Attendance in Primary and Secondary Schools at Hulu Selangor District
- b) Data Entry Clerk
 - A member of staff employed to enter or update data into a computer system
 - Key in participants' data in Skim Pengurusan Latihan Kementerian Pendidikan Malaysia (SPL KPM)
- c) Admin Assistant
 - An individual who provides various kinds of administrative support and services to people
 - Managing documents and files and operating a range of office machines such as photocopiers and computers

SPECIAL SKILLS

- 1) Language Proficiency
 - ✓ Malay Language (Advanced)
 - ✓ English (Intermediate)
 - ✓ Arabic (Intermediate)

- 2) Computer Literacy
 - ✓ Microsoft Office Software (Word, Excel, Powerpoint)

EXTRA-CURRICULAR ACTIVITIES

| Year | Activity | Position |
|-------------|---|---|
| 2015-2016 | Secretariat of Student Affairs Faculty of Quranic and Sunnah | Treasurer |
| 2014-2015 | | Vice Bureau of Public Relation and Alumni |
| 2016 | Innovation of Multimedia in Quran and Sunnah Studies (IMQS) kali ke-2 | Registration and Marking Committee |
| | Forum Anak Istimewa: "Persediaan Menangani Anak Akil Baligh Menurut Perspektif Islam Vol. 2" dan Klinik Solat Anak Istimewa bersama Da'i Fuad | Program Committee |
| 2015 | Seminar Wahyu Asas Tamadun (SWAT 2015) | Souvenirs Committee |
| 2014 | International Prophetic Heritage Seminar (SWAN 2014) | |
| 2017 | Malaysia ICT Volunteer (MCMC) | Participant |
| | Program Pengajian Hidupan Muslim di Selatan Thailand 2017 | |
| 2016 | Program Kalam Jawi (Hari Buku Sedunia 2016 Peringkat USIM) | |
| 2015 & 2016 | Training of Trainer Sekretariat Perhubungan Pelajar (SPP) | |
| 2015 | Kursus Kepimpinan Organisasi Mahasiswa USIM 2015 (KUKOM 3.0) | |
| 2014 | Bengkel Cendekiawan Fakulti Pengajian Quran dan Sunnah | |
| | Kejohanan Debat Piala Dekan FPQS 2014 | |
| | Secure ICT For Muslim Professional | |

REFEREES

| Name | Designation | Contact |
|------------------------------|-----------------------------------|-------------|
| Mohd Khairil bin Haji Hamzah | Senior Supervisor Student Affairs | 012-3550082 |
| Dr Muhammad Widus Sempo | University Supervisor | 018-2938193 |
| Dr Kauthar Abd Kadir | Lecturer University | 06-7986736 |