

## RESUME



### SYAFINAS BINTI SAHAK

#### PERMANENT HOME ADDRESS

No 24 Perumahan Awam Lunas,  
09600 Lunas,  
Kedah Darul Aman

#### CONTACT INFO

syafinassahak@gmail.com  
natez2605@gmail.com  
018 -3802686

#### PERSONAL PARTICULARS

Date of birth: 26 May 1990  
Marital status: Single

Place of birth: Hospital Kulim  
Nationality: Malaysian

#### EDUCATION BACKGROUND

Sept 2013 – May 2016: Universiti Kuala Lumpur Business School  
Bachelor in Business Administration Hons  
(Management and Entrepreneurship) CGPA: 3.27

July 2008 – Dec 2010: Polytechnic Tuanku Sultanah Bahiyah  
Diploma in Marketing CGPA: 2.61

Jan 2006 – Dec 2007: SMK Sultan Badlishah  
SPM (Science stream) 1A, 5B, 1C, 3D

Jan 2003 – Dec 2005: SMK Sultan Badlishah  
PMR 7A, 1B

## **MAJOR COURSES**

Business Admin : International Entrepreneurship, Human Resources Management, Business Ethic and Corporate Governance, Supply Chain Management, Sales Management, Business Plan, Strategic Management, Franchise Business Management, Leadership, Business Communication, Organizational Behaviour.

Accounting : Finance 1 (Basic accounting), Finance 2 (Investment management), Business Mathematic, Management Accounting.

Marketing : Marketing, Commercial Law, Entrepreneurship, Business Management, Promotion Management, Marketing Research, Retailing Management.

## **SKILLS**

Language : Excellent written and spoken in Malay, English and basic Mandarin

Computer : Proficient in Microsoft Office Suite (Word, Powerpoint, Excel)

Driving License : D and B2

## **WORKING EXPERIENCE**

Company : **Al-Islam Specialist Hospital**

Scope of Work : Clerical and Management/ Operation/ Purchasing/ Documentation

Duration : January 2016 – May 2016

Position : Practical student

Company : **TCE Tackles SdnBhd**

Scope of Work : Clerical and management/ Operation /Documentation

Duration : February 2011 – August 2012

Position : Sales promoter (contract)

Company : **Norazshu Enterprise Celcom Dealer**

Scope of Work : Clerical and Management/ Operation

Duration : January 2010 – June 2010

Position : Practical student

### **EXTRA-CURRICULAR ACTIVITIES**

2007	Secretary of Fire and Rescue Cadet	School level
2010	Shooting Star Program	Campus level
2013	Run for Health UNIKL	University level
2014	Community Service at Zoo Negara	Campus level
2015	Red Ribbon Youth Club	University level
2015	Participating Leadership Camp	Campus level

### **STRENGTH**

Able to work under pressure.

Able to work independently or in the group.

Fast learner and willing to learn new things.

Able to adapt new environment effectively

### **REFEREES**

The following person have agreed to provide any additional information regarding my qualification and character.

#### **DR YAHYA BIN MAJRI**

Academic Advisor and Senior Lecturer  
Unikl Business School,  
Universiti Kuala Lumpur,  
Level 8, Bangunan Yayasan Selangor,  
50300 Kg. Baru, Kuala Lumpur.  
CONTACT: 012-2148354  
EMAIL: yahya@unikl.edu.my

#### **MS JULIANA BINTI SALIM**

Purchasing Officer  
Al-Islam Specialist Hospital,  
No 85, Jalan Raja Abdullah,  
Kampung Baru,  
50300 Kuala Lumpur.  
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