

Suhaime Bin Sahirul
Kg Tinusa 2 Lot 412 H
Jambatan 2 Lorong 3
Batu 7 Jalan Airport 90000
Sandakan Sabah

Dear Sir/Madam

APPLICATION FOR ANY AVAILABLE POSITION IN YOUR COMPANY

I am pleased to apply for any available position in your company. I do believe I have the qualification to meet your requirements, which closely match my career interests, qualifications and working experience. Along with my bachelor's degree in the field of Administrative Science and Policy Studies, I am confident in my ability to become a central member of your company.

During my study, I have gained strong skills and experience in conducting the administration activities or events. I am a fast learner and willing to work with other people. With a major in administrative science, I have been able to manage and apply all the knowledge that I have gathered in the real working environment, which was during my internship at Sandakan District Education Office as an executive assistant. Along this letter, I enclose my resume for your attention.

I welcome the chance to meet you to discuss how my education, administrative experience and skill sets would be beneficial for your company. I am willing to attend an interview at any time convenient to you. I am looking forward to receiving a favorable reply from you. Thank you for your kind consideration.

Yours faithfully

SUHAIME BIN SAHIRUL

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Fix Address: Kg. Tinusa 2, Lot 412 H, Jambatan
2, Lorong 3, Batu 7, Jalan Airport, 90000
Sandakan, Sabah
Phone: 012-8675010
Email: suhaimeming92@gmail.com



OBJECTIVE

To obtain a challenging and responsible position where I can contribute the best of my skills and effort for the growth of the company.

PERSONAL DETAILS

Date of Birth	: 11 February 1992	I/C Number	: 920211-12-6335
Age	: 24 years	Gender	: Male
Nationality	: Malaysian	Marital Status	: Single
Race/Religion	: Suluk/ Islam	Hometown	: Sandakan

EDUCATION BACKGROUND

2014 - 2016

UNIVERSITI TEKNOLOGI MARA (UITM) KOTA KINABALU, SABAH
- Bachelor of Administrative Science (Hons.) - CGPA: 3.56

2011 - 2013

UNIVERSITI TEKNOLOGI MARA (UITM) KOTA KINABALU, SABAH
- Diploma in Public Administration. - CGPA: 3.51

2009

SEKOLAH MENENGAH KEBANGSAAN TAMAN FAJAR SANDAKAN
- Sijil Pelajaran Malaysia (SPM)
- Passed

EXPERIENCE

JULY 2015 – SEPTEMBER 2015

INTERNSHIP AT SANDAKAN DISTRICT EDUCATION OFFICE

- Keyed in data in the system
- Assist the officer to arrange and manage department programs
- Dealt with the customers
- Scanned official documents and letters to the other departments

2010

SERVAY MARKET (SANDAKAN)

- Sales Assistant
 - Display the goods
 - Dealt with the customers
 - Communicate and promote the goods to the customers
 - Arranged for the replenishment of the goods that are almost sold out

SKILLS & ABILITY

- Competent in Microsoft Office (Word, Excel, & Power Point)
- Friendly, flexible and able to adapt into various environment.
- Diligent, dedicated, hardworking, highly motivated and willing to learn.
- Language proficiency:
 - ✓ Bahasa Malaysia (Spoken/ Written) – Excellent
 - ✓ English (Spoken/ Written) – Good
 - ✓ Suluk (Spoken/Written) – Moderate
- Have skills in communication and collaboration with people.
- Able to handle the work pressure, can manage time wisely, problem solving skill, responsible, focus in work and accomplish the task on time.
- Have sense of responsibility and willing to work extra hours.
- Can dance, sing and create poems.

ACHIEVEMENTS

- Debate Tournament (1st place)
- Poem Competition (2nd place)
- Islamic Lecture Competition (3rd place)
- Creativity and Innovation Competition (3rd place)
- Award of Active Student in Co-curriculum
- Dean's list three time consecutively
- First Class Degree- Vice Chancellor Award (ANC)

EXTRA CURRICULAR ACTIVITIES

- 2015
- President of Student Representative Council Secretariat UiTM Sabah
 - Annual Meeting FSPPP at Sabah (SE-Malaysia) (Exco)
 - Undergraduate Colloquium FSPPP at Kedah (SE-Malaysia) (Sabah Representative)
 - Speakers Corners at UiTM Sabah (Organizer)
 - Nation Survival Leadership Module at Damai Eco Ranch, Ranau Sabah
 - Volunteerism seminar at sabah federal government Administrative Complex, Kota Kinabalu
 - Sabah Patriotic Youth Camp at Kem Bina Negara Kundasang ,Ranau Sabah.
- 2014
- Student Leadership Practical Training
 - UiTM Student Leaders' Transformation Programme at Kem PLKN Pelangi Hill Resort Kerling Selangor
- 2013
- Exco of Student Representative Council Secretariat UiTM Sabah
 - Exco of student artistic committee UiTM Sabah
 - President of PEER Counselor UiTM Sabah
 - Exco of DiPAC ANNUAL DINNER Performance

REFERENCES

Name : Madam Dayang Siti Noor Saufidah Binti Hj Ag Mohd Saufi
Tel No : 013- 552 0811
Position : Lecturer of Faculty of Administrative Science & Policy Studies
Relation : Research Supervisor

Name : Dr. Hajah Zuraidah Binti Hj. Zaaba
Tel No : 016-8136966
Position : Koordinator Program of Administrative Science & Policy Studies
Relation : Lecturer