



SITI FARIDAH MANING

📍 Taman Bukit Sepanggar Blok 208 - 4 - 4
88450 Sepanggar Kota Kinabalu Sabah

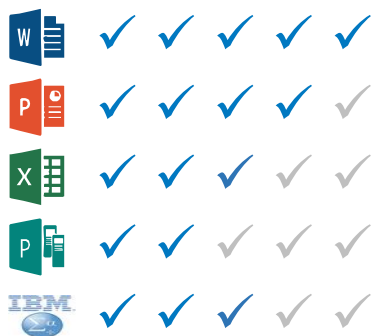
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ABOUT ME

A dedicated student in UNIMAS majoring in Cognitive Science. I have a passion in the study of thought, learning, mental organization which draws aspects of psychology, linguistics, philosophy and computer modeling. I am good in teamwork, management skills and can work under pressure. I am willing to learn new things because I am a fast learner

SKILLS



Languages

Malay

Spoken: 5/5 (5 blue checkmarks)

Written: 5/5 (5 blue checkmarks)

English

Spoken: 5/5 (5 blue checkmarks)

Written: 5/5 (5 blue checkmarks)

EXPERIENCE

ADMIN ASSISTANT (Finance Unit & Business Financing Unit)

MARA Kota Kinabalu Office (Internship) July 2016 – September 2016

Tasks :

- > Handle telephone calls and relay messages to appropriate department or individual
- > Perform general clerical duties including photocopying, fax and scanning
- > Perform data entry and preparing reports
- > Meet and assist customers regarding their inquiries

EDUCATION

- 2016 Universiti Malaysia Sarawak (UNIMAS)**
Bachelor of science with Honours (Cognitive Science)
CGPA 2.80
- 2011 Sekolah Kebangsaan Taun Gusi Kota Belud**
Sijil Tinggi Pelajaran Malaysia (STPM)
GRADE 2Bs 2Cs
- 2009 Sekolah Kebangsaan Taun Gusi Kota Belud**
Sijil Pelajaran Malaysia (SPM)
GRADE 4As 4Bs 1C 1D

INVOLVEMENT

- 2015** Secretariat of tenpin bowling championship (Club)
- 2014** Crew for event RM1 1 Nation that organized by Cempaka college (Residential College)
- 2011** Secretariat of track championship (School)
Secretariat of volleyball championship (Club)

REFERENCES

Assoc. Prof. Dr. Norazila Aziz

Final Year Project Supervisor,
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