



Maizatul Akmar Binti Amiruddin

A young and dedicated person. Self-motivated, hard-working individual and have the passion in learning. Able to operate effectively in a team and is able to communicate with different background of people.

12 October 1993

DATE OF BIRTH

23 Years old

AGE

Female

GENDER

Malaysian

NATIONALITY

CONTACT



MOBILE NUMBER

+ 60135059245



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ADDRESS

Lot, 2948 Kg Tersusun
Sg Ranggam Kota Setia
36000 Teluk Intan
Perak Darul Ridzuan

CAREER OBJECTIVE



To obtain a position as a worker at a private Management and entrepreneurship firm where I can put into a practice Management and Entrepreneurship skills I have acquired academically. I also want to enhance my knowledge and abilities at the companies that attached to and at the same time to complete the tasks that are fitted with my skills and study courses and make full of Bahasa Melayu and English language in public relation in this urban working environment and seeking for new experiences.

PERSONALITY STRENGTH



- Able to multitask, work in group and work under pressure
- A hardworking and concentrate person when do something
- Skilled maintaining and developing professional relationship with people/clients

EDUCATION

Sept 2014 - Jan 2017

UNIVERSITI KUALA LUMPUR BUSINESS SCHOOL KG BARU KUALA LUMPUR

Bachelor of Business Administration (Hons) in Management and
Entrepreneurship

CURRENT CGPA: 3.43**CURRENT GPA:** 3.53**Majoring Courses:**

Writing for Academic Purposes, Principles of Economics, Principle of Management, Financial Accounting, Business Mathematics, Business Communication, Creative Problem Solving, Isu-Isu Kontemporari Muslim di Malaysia, Personal Financial Management 2, Mandarin 1, Entrepreneurship, Finance 1, Marketing Management, Business Statistics, Organizational Behaviour, Tamadun Islam & Tamadun Asia (TITAS), Human Resources Management, Finance 2, Business Ethics and Corporate Governance, Management Information System, Business Law, Technopreneurship, Aligning Business and Information Technology, Company Law, Hubungan Etnik, Innivation Management, Mandarin 2, Social Entrepreneurship, Business Plans, E- Marketing, Enabling Technologies for Competitive Success, Business Research Methods, Supply Chain Management, Strategic Management, Sales Management, Entrepreneurship & Digital Commerce, Seminar.

2011- 2013

KOLEJ PROFESIONAL MARA , INDERA MAHKOTA PAHANG

Diploma in English Communication

Current CGPA: 3.16**Current GPA:** 3.78**Majoring Courses:**

Introduction to Reading, Introduction to Writing, Academic Reading and Writing (1,2), Project and Presentation, Introduction to Business Communication, Language Proficiency Development (Introductory, Intermediate, Advanced, Academic), Introduction to Computer Application, Interpersonal Communication, English in Media, Introduction to Tertiary Learning, Persuasive Communication in Business, Group Dynamics, Understanding Short Stories, Public Communication Skills, Business Correspondence, Critical Literacy, Research and Project, Workplace Communication, Computing Fundamentals, Intercultural Communication: Society, State and the Individual, Fundamentals of Entrepreneurship, Business Information System, Digital and Mobile Communication, Principles of Marketing, Human Resource Management.

2006- 2010

SEKOLAH MENENGAH KEBANGSAAN , SUNGAI RANGGAM TELUK INTAN

Sijil Pelajaran Malaysia

1A+ , 2A- , 1B+ , 1B , 1C , 2D , 1E , 1G

Penilaian Menengah Rendah

5A , 3B

2001- 2005

SEKOLAH RENDAH, SUNGAI BESAR , TELUK INTAN PERAK

Ujian Penilaian Sekolah Rendah

4A , 1B

SKILLS

- Microsoft Words 2007 & 2010 ●●●●●●●●●●
 - Microsoft Excel 2007 & 2010 ●●●●●●●●
 - Microsoft Power Point 2007 & 2010 ●●●●●●●●●●
 - Adobe Photoshop / Picasa (Designation Project) ●●●●●●●●●●
 - Movie Maker Mozilla Firefox / Internet Explorer ●●●●●●●●●●
- (Any kind of Internet Browsers)

LANGUAGE SKILLS

(0 = POOR , 5 = STANDARD , 10 = EXCELLENCE)

<u>Language</u>	<u>Spoken</u>	<u>Written</u>
English	8	8
Bahasa Malaysia	10	10
Mandarin	5	

AWARDS AND ACHIEVEMENTS

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- | | |
|------|---|
| 2016 | Seminar Event (Presentation of Journal) |
| 2016 | Free Market Universiti Kuala Lumpur Event (Presentation of Business Plan for Social Entrepreneurship venture) |
| 2016 | Business Plan Event (Hikmah Food Processing) |
| 2015 | Technopreneurship Event at Gurney Mall Campus |
| 2013 | Organizer of Seminar Perbandingan Agama by Brother Shah Kirit at
Kolej Profesional Mara , Indera Mahkota |
| 2012 | Joined Sambutan Hari Asean ke-52 at UMP |
| 2012 | Nadwah Camp (Cooking) at Kolej Mara Banting |

RESEARCH ACCOMPLISHMENT

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- Research on “ The Cleanliness of Cafeteria in Kolej Profesional Mara Indera Mahkota”
 - Research on “ The Perception of Non-DEC Students Towards DEC Students”
 - Research on “ Khmer Rouge in Cambodia”
 - A STUDY ON THE CRITICAL FACTORS THAT INFLUENCED THE POPULARITY OF TOURISM ON HILLS IN MALAYSIA.
 - Business Proposal (Corporate) for JMNUTRITION Consulting.

WORK EXPERIENCE

Company Name	Experience Gained
1. Jakel Trading Sdn Bhd , Shah Alam	Trained to be a good listener and speaker
2. Restoran Tam Nasi Ayam , TTDI Jaya	Solved the problems related with the products sold
3. Anis Chocolate, Medan Mara	Practical on how people doing business, check the stock, making drink, serve customer, opening and closing the account
4. Kedai Pakaian PENKO , Klang	Managed to run the production smoothly and effectively
5. Trainee at Pejabat Pelajaran Daerah Perak Tengah	Filling document, Handling tender for primary school canteen, General Admin Duties, Assist supervisor-typing letter, handling incoming & outgoing phone calls
6. Trainee at PT Link Pacific Forwarding Company	Handling export documentation, UBS Sage Accounting System, Invoicing process, Courier service process,
7. IJM Construction Company	Prepare transmittal, Record and Key In the data of RFWI , Check on Daily Site Report, General Admin Duties
8. SMK Sultan Abd Jalil Shah (Temporary Teacher)	Key in data for students marks of Final Year and PT3 Examination, Pengajaran & Pembelajaran (PnP), Bahasa Inggeris lesson, Marking paper

REFERENCES

Name : Pn Mimi Azura Bt Mohd Yusof
Phone No: 019- 2400504
Position : Head Of Accountant Department
Email : mimiazura@ptlinkpacific.my

Name : Pn Hajah Marina
Phone No: 012- 5350979
Position : Principal SMK Sultan Abd Jalil Shah