

Dear Sir/Madam,

With all my respect, I would like to apply for above post.

I believe, I will learn and gain massive input and experience in order to achieve organization's goal, vision and mission. My willingness to work hard and build my skill based will make me a good candidate for the job. I am currently a degree holder of relevant studies at UNITAR International University in Bachelor Of Management.

I was once having an Industrial Training at Ministry Of Industrial & Entrepreneur Development And Trade & Investment (MIETI) under Administration & Finance Division (AF).

My coursework has introduced me to do tasks according to its steps in order to ensure the tasks are perfectly ended. Furthermore, other skill that enhanced is communication skill or socializing with other staff. I am not only focus in the office, I also helped Training Unit by be a part of usher on any internal training held. From the several program that I have attended, I develop my skill in organizing program and how to things by referring to its checklist. Other than that, I also can manage pressure and conflicting demands and priorities tasks and workload. In admin division also, the skilled that we should have is a pleasant and our confident telephone manner. The high level of practicality in my course will decrease your training time and means I am well prepared to assist with upcoming related fieldwork.

I look forward to hearing from you at your convenience. Enclosed is a copy of my resume and related certs.

I am available to attend interview at your convenience. I can be contacted at +6011-31868205 and the following email address: naziatulothman@gmail.com.

Thank you.

Yours sincerely,


SITI NAZIATUL BINTI OTHMAN

SITI NAZIATUL BINTI OTHMAN

Email : naziatulothman@gmail.com

HP : 01131868205

Address: No.200B, Lot2939, Tmn Allamanda Indah, Lrg Belatok 2D, Jalan Matang, 93050, Kuching, Sarawak.

	Personal Information	
	Date of Birth : 27 th September 1992	Religion : Islam
	Place of Birth : Kuching, Sarawak	Height : 157 cm
	Nationality : Malaysian	Weight : 44 kg
	Gender : Female	Marital status : Single

Education

September 2013

- Unitar International University
- Bachelor of Management
- February 2015 CGPA Score : 2.59

2010 - 2012

- Sekolah Menengah Kebangsaan Matang Jaya
- STPM – CGPA : 2.17

Pengajian Am	D+
Bahasa Malaysia	C+
Kesusasteraan Melayu	C
Pen. Seni Visual	B

2008 – 2009

- Sekolah Menengah Kebangsaan Matang Jaya
- SPM

Bahasa Melayu	A	Sejarah	E
Bahasa Inggeris	D	Tassawur Islam	C+
Matematik	D		
Sains	C		
Geografi	E		
Pendidikan Islam	C+		
Pendidikan Seni Visual	B+		

EXTRA CURRICULAR ACTIVITIES AND SKILLS

2010-2011	<p><u>SEKOLAH MENENGAH KEBANGSAAN MATANG JAYA</u></p> <ul style="list-style-type: none"> - Ordinary member of Scouts Association - Ordinary member of the Research Team - Ordinary member of the club, indoor game - Prefect Access Room - School magazine (Secretary) - Group Colloquium (Assistant Group leader) - Cheerfulness Committee Member Class <p>- GPA : 64 - CGPA : 6.53</p>
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2011	Providing research and Colloquium Form 6, Academic Session 2011
2009	<p><u>SEKOLAH KEBANGSAAN MATANG JAYA</u></p> <ul style="list-style-type: none"> - Ordinary member of Scouts Association - Ordinary member of club, Art & Culture - Ordinary member of Badminton Club <p>- GPA : 63 - CGPA: 65.3</p>
2009	Assistant Class Monitor
2009	<p>Best Certificate In Subject</p> <ul style="list-style-type: none"> - Best Student in Subject Bahasa Melayu Form 5 - Get the first position in class
Skills	<ul style="list-style-type: none"> - Proficient in Microsoft Word, Power Point & Excel - Fluently speak and write in Malay and English - Fast learner and able to work under pressure - Work very well in individual and team task - Rapid adoption to the surrounding

References	<ul style="list-style-type: none">- UNITAR International University (082-413811)- Madam Hazlawati Bin Ali Baba (Lecturer) (0168888074)- Miss Christiane (Lecturer) (01119193307)
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EXAMINATION RESULTS

My Semesters Result

Name	SITI NAZIATUL BINTI OTHMAN	IC No	920927135042
Address	NO. 200B, LOT 2939, TAMAN ALLAMANDA INDAH, LRG BELATOK 2D, JALAN MATANG 93050 KUCHING	Matric No	SW1309BD4750
		Programme	BACHELOR OF MANAGEMENT (HONS)
		Faculty	FACULTY OF BUSINESS TECHNOLOGY AND ACCOUNTING

Course Code	Course Title	Status	Credit Hours	Grade
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Semester 8 Session: Jan-2016

BADB2033	E-Commerce	ADD	3	B- Merit
BAGB2063	Introduction to Knowledge Management	ADD	3	B Merit
BAGB4043	Safety and Health Administration	ADD	3	A Distinction
BAGB4023	Compensation Management	ADD	3	C+ Satisfactory
BAGB4033	Training and Development	ADD	3	B Merit
BAGB3013	Strategic Management	ADD	3	C+ Satisfactory

Total credit hours:	18	GPA :	2.96
Cumulative credit hours:	122	CGPA:	2.59
Total points:	53.25	RESULT:	GOOD STANDING
Cumulative points:	316.25		