

RESUME



SHAMIRA BINTI HAMDAN

ADDRESS 363, Lorong Gamelan
2/1 Taman Ria Jaya
08000 Sungai Petani
Kedah

NRIC 920920-02-5334

STATUS Single

H/P. NO 012-5944968

EMAIL shamirahmdn@gmail.com

SKILLS

| | |
|------------------------------|-----------|
| Microsoft Office Application | Excellent |
| Window Movie Maker | Excellent |
| Photoscape | Excellent |
| IBM SPSS | Excellent |
| Paint.net | Average |
| Autocad 2014 | Average |

LANGUAGE

Bahasa Melayu

| | |
|---------|-----------|
| Spoken | Excellent |
| Written | Excellent |

English

| | |
|---------|---------|
| Spoken | Average |
| Written | Average |

ACTIVITIES AND INVOLVEMENT

| | |
|------|--|
| 2009 | Interior Designer Project |
| 2011 | Drawing Competition |
| 2012 | Volunteers Program |
| 2014 | Seminar Development Management Publicity Bureau Chief of Family Development |

EXPERIENCE

Part-time job

- ✓ Shop assistant, Fong Lian Stationery, Sungai Petani, Kedah (1/1/2010-14/1/2010)
- ✓ Shop assistant, Fong Fan Kedai Telekomunikasi, Sungai Petani, Kedah (1/2/2012-26/2/2012)
- ✓ Shop assistant, Shinjo Shop Village Mall, Sungai Petani, Kedah (1/3/2012-16/9/2012)
- ✓ Promoter, Tollyjoy SP Plaza, Sungai Petani, Kedah (26/6/2014-27/7/2014)
- ✓ Shop assistant, Murni Cotton Enterprise, UUM Sintok, Kedah (20/2/2015-31/5/2015)
- ✓ Booth assistant, Bazar Ramadhan Taman Ria Jaya, Sungai Petani, Kedah (18/6/2015-17/7/2015)
- ✓ Packaging assistant, Berhannah Enterprise, Sungai Petani, Kedah (18/6/2015-16/7/2015)
- ✓ Shop assistant, Diexar Unggul Enterprise, UTC Sungai Petani, Kedah (5/3/2016-5/4/2016)

Internship, Syarikat Perumahan Negara Berhad Aspirasi, Gurun, Kedah (27/7/2015-15/11/2015)

4 months practically manage the credit-collection data and use IFCA System, managing legal document and manage files purchaser, managing sales and joined Ekspo Hartanah Kedah (MAPEX), visited the project site.

Clerk, Kawata Utara Trading, Sungai Petani, Kedah (10/4/2016-30/5/2016)

Manage the company's monthly bills, update GST data, company account, KWSP, Perkeso and salary staff, provide quotation document.

Trainee, Skim Latihan 1 Malaysia - Khazanah Nasional Berhad (13/7/2016-4/3/2017)

1 months soft skill training program with comprehensive classroom training at Multimedia University (MMU) Cyberjaya, Selangor that aimed to further improve the employability of the graduates. 6 months on-the-job-training at Pejabat Tanah Kuala Muda, Sungai Petani Kedah in Revenue Section conducting works related to land tax.

EDUCATION

| | | | |
|-----------|----------|---------------------------|-------------------|
| 2005-2007 | PMR | SMK Convent Father Barre | 3B 2C 3D |
| 2008-2009 | SPM | SMK Convent Father Barre | 1A+ 1B+ 5B 1C+ 1D |
| 2010-2011 | STPM | SMK St Theresa | 1B- 3C+ |
| 2012-2015 | Bachelor | University Utara Malaysia | 3.34 |

(Bachelor in Development Management with Honour)

ADDITIONAL INFORMATION

| | |
|-----------------------|----|
| Driving License | D |
| Possess Own Transport | No |

REFERENCES

Nur Shathiroh Binti Mohamad Sabri (Executive)
Syarikat Perumahan Negara Berhad Aspirasi, Gurun, Kedah
018-408 8690

Mohd Nazim Bin Muhamad Noh, PCK (Head of Revenue Section)
Pejabat Tanah Kuala Muda, Sungai Petani, Kedah
019-431 0071 / 04-421 2122