

Khazimah Binti Ali Akbar
Lot 113 Fasa II
Kampung Hijrah
94800 Simunjan
Mobile. No: 0111-4054390
Email: khazimahakbar@gmail.com

Perunding Armada Sdn Bhd
Level 7, Westmoore House
Rock Road
93200 Kuching Sarawak.

10 March 2017

Dear Sir or Madam

Application for Junior Executive

In reference to the subject above, I am interested in being part of your company as advertised in www.workshire.com.my. I am fresh graduate from Bachelor Degree of Social Sciences major in Development Planning and Management and minor in Human Resource Development from Universiti Malaysia Sarawak (UNIMAS). The nature of my background qualification has prepared me for this position. I enclose my resume for your further reference.

I have an ability to grow with a job, handle responsibility and build positive relationships with work colleagues at all levels. With my competence and the ability, I bring the energy and commitment to the table and thrive in your organizations innovative environment. I am conscientious person who works hard and pays attention to detail. I am flexible and quick to pick up new skills. I am keen to work for a company with a great reputation and high profile such as Perunding Armada Sdn Bhd.

I would be delighted to discuss further with you at your convenience. I can be reached anytime via email or phone call. Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours faithfully

Khazimah Binti Ali Akbar (Ms)

Encl.: Resume



Khazimah Binti Ali Akbar

Lot 113 Fasa II Kampung Hijrah
94800 Simunjan
0111-4054390
(khazimahaliakbar@gmail.com)

Education Background		
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Year	Institution/School	Results
2012-2016	Universiti Malaysia Sarawak	B.Sc. Development Planning and Management (Hons) Current Result (2.78)
2009-2010	SMK Simunjan No.1	STPM- 1B+, 1B-, 1C+, 1C
2004-2008	SMK Sri Sadong	SPM- 2A2, 2B3, 2B4, 1C5, 1C6, 1D7, 1E8

Co-curricular Activities	
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Year	Particulars
2009-2010	<ol style="list-style-type: none">1. The President of Police Cadet<ul style="list-style-type: none">• Planned and coordinated club activities• Organized any activities such as marching and camping2. Secretary of <i>Bahasa Malaysia</i> Club<ul style="list-style-type: none">• Prepared letters and minutes for the club• Kept records for all club activities
2004-2008	<ol style="list-style-type: none">1. Member in <i>Persatuan Pandu Puteri</i> (Girls Guide)<ul style="list-style-type: none">• 2004-20082. Secretary of Counselling Club<ul style="list-style-type: none">• 2007-20083. Member in Badminton Club4. Represented school in <i>Bahasa Malaysia</i> Forums<ul style="list-style-type: none">• April 20075. Represented school in Sport activities (Volleyball)<ul style="list-style-type: none">• March 2006

Khazimah Binti Ali Akbar
(This is the name of the applicant)
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Employee Experience

Employer : Kumpulan Kris Jati Ladang Ladong
Address : PO Box 30, Kumpulan Kris Jati Ladang Ladong, 94800 Simunjan
Telephone : 082-896836
Position : Admin Clerk
Time Frame : September 2011- August 2012
Responsibilities: 1. Update permit and passport for foreign Workers
 • To make sure permit and passport for foreign workers is updated
 2. Prepared letters

Special Skills and knowledge

1. Computer Skills
 - Intermediate understanding and skills about the components and functions of MS-Window, MS-Excel and SPSS
 - Advanced understanding and skills about the components and functions of MS-Word and MS-PowerPoint.
 - Knowledge in using any application for social media
2. Language Competency
 - Fluent in spoken and written Bahasa Malaysia
 - Good in English spoken but intermediate level for written English
 - Beginner level in spoken Iban Language

References

1. Mr. Bemen Wong Win Keong
Programme Coordinator
Faculty of Social Sciences
Universiti Malaysia Sarawak, 94300 Kota Samarahan
Tel: 082-584155
wwkbemen@fss.unimas.my
2. Mrs. Zainap Bin Halip
Administrator officer
Simunjan District Office
Tel: 082-803649
3. Ms. Patricia Anak Ngali
Administrator Office
Simunjan District Office
Tel: 082-803649