

CURRICULUM VITAE



1. PERSONAL PARTICULARS

Name : Siti Soleha Binti Mohd Salleh

Address : Blok A, Tingkat 13, Unit 04, Pangsapuri Putra Damai, Jalan 11e, Presint 11, 62300, PUTRAJAYA

Tel (Mobile) : 012 - 9585064

Email : solehasalleh@gmail.com

Date of Birth : 31 January 1990

I.C No : 900131 - 06 - 5298

Age : 26 years old

Nationality : Malaysia

Race : Malay

Religion : Islam

Marital Status : Single

2. EDUCATIONAL BACKGROUND

2011 – 2014

University of Technology Mara (UiTM) Kota Bharu, Kelantan
Bachelor in Science (Hons) Statistics
CGPA: 3.24

2008 – 2011

University of Technology Mara (UiTM) Segamat, Johor
Diploma in Quantitative Sciences
CGPA: 2.95

2007

Sekolah Menengah Kebangsaan Sungai Koyan (SMKSK)
SPM (Art)
Grade: 4A 3B 2C 2D

3. EMPLOYMENT HISTORY

a) 'Administrative Assistant N17 (PSH)'

Work Place : Ministry of Education, Putrajaya
(Department of Planning & Research of Education Policy)

Basic Salary : RM950 (RM54 per day)

Duration : 4 February 2015 till 4 May 2015 (Contract 3 Months)

Task : Assisting the administrative assistant and officers in managing administrative works.

Reason for Leaving : Contract for 3 months only.

b) 'Pegawai Siasatan P41 (PSH)'

Work Place : Malaysian Anti-Corruption Commission (MACC), Putrajaya
(Department of Monitoring & Coordination)

Basic Salary : RM 1600 (RM100 per day)

Duration : 18 May 2015 till 31 August 2016

Task : 1. Assisting the officers (grade 44 and 48) in monitoring and coordinating the KPI's system for all staff of SPRM in whole of state and division.
2. Assisting the officers in preparing the KPI's and Audit Report for "Contract For Service" and "Contract Of Service".

Reason for Leaving : End of Contract.

c) 'Pembantu Perangkaan E17 (PSH)'

Work Place : Kajang Operational Centre, Department of Statistics, Malaysia.

Basic Salary : RM 1300

Duration : 1 September 2016 till 23 Disember 2016

Task : Perform work-related activities of collection, processing and dissemination of data in the field of macro-economics, trade, population, demography and human resources.

Reason for Leaving : End of Contract.

4. SKILLS/PERSONAL QUALITIES

a) Computing Skills

- (i) Proficient with MS Word, Excel and Power Point.
- (ii) Outstanding typing skills. (WPM: 80)
- (iii) Knowledge about software systems such as SPSS 20, Minitab Software, SAS 18, AMOS Graphic, R Software, Oracle, Mat lab and E-views 7.

b) Time Management – Manage time effectively, prioritizing tasks and able to work to meet deadlines.

c) Interpersonal Sensitivity and hardworking

5. LANGUAGES

Bahasa Malaysia	Excellent in writing and speaking
English	Average in writing and speaking

6. REFERENCES

Name : Lee Chee You
Position : Ketua Cawangan E44
Address : Kajang Operational Centre,
Department of Statistics, Malaysia,
2nd Floor, Lot 13,
Jalan S10/3, Seksyen 10 Off Jalan Bukit,
43000 Kajang
Selangor
H/P : 03 - 87343089

Name : Dato' Muhammad Salim Sundar bin Abdullah
Position : Director
Address : Department of Monitoring & Coordination,
Malaysian Anti-Corruption Commission,
Level 2, Block D5, Complex D,
Federal Government Administrative Centre,
P.O. Box 6000,
62007 Putrajaya
H/P : 019 – 675 8585
Email : s1@sprm.gov.my