

NOOR SARAH

961, Lorong Piala 4D, Taman Sukma Petra Jaya, 93050 Kuching, Sarawak.

Phone: 014-6899711. Email: nrsarah9@gmail.com

19th April 2017

Dear Sir/Mdm,

APPLICATION FOR JOB VACANCIES

I am writing to you to express my interest and motivation in applying a position in your company. I am currently enrolled in the final year of Bachelor in Business Administration (Hons) Finance and still undergo my internship at Sarawak Energy Berhad under Group Governance for Procurement and Contracts department for 20 weeks commencing 1 February 2017 to 23 June 2017.

For your further consideration, I have completed a wide range of subjects that provide me with a firm base of knowledge and skills. Although I do not have many work experience pertaining to the recruitment industry, but I gained a lot of knowledge and experiences during my internship that also allowing me to experience working in a professional and fast-paced work environment.

I believe that my knowledge and skills will help me contribute a great deal to your company. Above all, I possess the interest and determination in perform well in the position. I also understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills and what I learnt during my internship will allow me to fit into your work environment and immediately start supporting the needs of your organization.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above. I am looking forward to hearing from you.

Thank you.

Yours Sincerely,

(Noor Sarah)



CONTACT INFORMATION

Name : Noor Sarah Binti Jawa
Address : 961, Lorong Piala 4D Taman Sukma Petra Jaya 93050 Kuching Sarawak
Mobile No : 014-6899711
E-Mail : nrsarah9@gmail.com

PERSONAL PARTICULAR

Age	: 24 years old	Date of Birth	: 14 th June 1993
Nationality	: Malaysian	Gender	: Female
Marital Status	: Single	IC No.	: 930614-13-5104

WORKING EXPERIENCE

Internship at Sarawak Energy Berhad **Feb 2017- Present**

Group Governance for Procurement and Contracts Department

- Assist in data analysis and statistics for the awarded tenders and contracts in Sarawak Energy Berhad for the future uses
- Extract the data from Contractors Registration Information System (CORIS)
- Involve in administration work in Sarawak Energy Berhad on Tender Opening
- Prepare department's write-up article activities for the Sarawak Energy Berhad website
- Involve in a program of Contractors Briefing on Business Opportunities in Sarawak

Energy Berhad in building awareness among Bumiputera Contractors on its tender processes & requirements and project works

EDUCATIONAL BACKGROUND

March 2015 – Present	Bachelor of Business Administration (Hons.) Finance Universiti Teknologi Mara (UITM), Kota Samarahan Obtained CGPA Score : 2.73
December 2011 – October 2014	Diploma in Accountancy Universiti Teknologi Mara (UITM), Kota Samarahan Obtained CGPA Score : 2.74
January 2008 – December 2010	Sijil Pelajaran Malaysia (SPM) Sekolah Menengah Kebangsaan Tunku Abdul Rahman

OTHER SKILLS & KNOWLEDGES

- Fluently in English and Bahasa Malaysia
 - Proficient in Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft PowerPoint
 - Able to adapt with new work environment quickly
 - Independent and self-motivated
 - Excellent interpersonal skills
 - Ability to work in teamwork
-

REFERENCES

Mr. Jelani bin Razali
Lecturer of Faculty in Economy Studies
Universiti Teknologi Mara,
Kampus Samarahan, Sarawak
Contact Number : 082-677236

Mrs. Azleen Binti Abu Talib
Engineer II
Sarawak Energy Berhad, No. 1,
The Isthmus, 93050, Kuching, Sarawak.
Contact No: 019-8591949
Email: (Azleen@sarawakenergy.com.my)