

SITI SALMAH BINTI ZAINAL FITRI

C-19 FELDA SRI PAGI JENGKA 17,

26400 BANDAR JENGKA,

PAHANG DARUL MAKMUR.

Age: 24 years old

Phone (Mobile): 011-37655688

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## 1. EDUCATION

UNIVERSITY OF TECHNOLOGY MARA (UITM) DUNGUN, TERENGGANU

- Bachelor Degree (Hons) of Business Management
- CGPA: 2.77/4.00
- Final Session: January 2017

UNIVERSITY OF TECHNOLOGY MARA (UITM) JENGKA, PAHANG

- Diploma in Banking
- CGPA: 3.43/4.00
- Final Session: September 2014

SEKOLAH MENENGAH AGAMA AL- KHAIRIAH, TEMERLOH

- Sijil Pelajaran Malaysia (SPM)
- Result: 2A 1B 6C 1D 1E
- 2009-2010

SEKOLAH MENENGAH AGAMA AL- KHAIRIAH, TEMERLOH

- Sijil Menengah Agama Al- Khairiah (SMA)
- Result: Mumtaz/First Class
- 2009

## 2. WORK EXPERIENCES

MS GARDEN HOTEL, KUANTAN

- Industrial Training
- Sorting the income Audit, like City Ledger, Credit Card, and Outlets
- Editing the address of Tax Invoice and charge Credit Card guest
- 1 August 2016 – 18 September 2016

#### KENTUCKY FRIED CHICKEN, MARAN

- Handling cashier and assist customer
- Do the promotion to the customer for the new menu
- 2010

#### PERCETAKAN SELASEH SDN BHD, GOMBAK

- Factory operator
- Handled customer order and make sure all the product is enough and in a good condition
- Fully work in team
- January 2011- February 2011

### 3. SKILLS

#### Language

English

Malay

#### Spoken

Fair

Good

#### Written

Fair

Good

- Microsoft Office (Word, Excel, Power Point)
- Leadership and Teamwork

### 4. EXTRACURRICULAR ACTIVITIES & ACHIEVEMENTS

- a) Treasury - Seminar in Finance
- b) Trip Activity – Club Skatter's
- c) Participant in seminar Pendidikan Fatwa Negeri Terengganu
- d) Facilitator in Community Service at SMK Paka, Terengganu
- e) Participant in Tournament Futsal,
- f) Bureau activity, Academic Trip Kuala Lumpur, Issue and Ethics
- g) Pembimbing Minggu Destini Siswa (PMDS) (DIPLOMA)
- h) Pembimbing Minggu Destini Siswa (PMDS) (DEGREE)

## 5. REFERENCES

Name : Madam Wan Maziah binti Ab. Razak  
Position : Supervisor of Industrial Training, UITM Dungun  
Organization : University of Technology MARA, Dungun  
Contact No. : 013- 9534288

Name : Mr. Venu Kunjune  
Position : Assistant Finance Manager  
Organization : MS. GARDEN HOTEL, KUANTAN  
Contact No. : 012- 9106771