



SITI ZULAIHA BINTI SULAIMAN

No. 70 Lorong Damai 3,
Taman Alma,
14 000 Bukit Mertajam,
Pulau Pinang.

(+6017 -4865867) szulaihasulaiman@gmail.com

OBJECTIVE

Seeking employment with organization that provide an opportunity and establish enjoyable career which enables me to utilize my skills and abilities in a long term orientation.

PERSONAL PARTICULAR

Date of Birth : 6 August 1992
NRIC : 920806-01-5474

EDUCATIONAL BACKGROUND

2013 to 2015	Universiti Teknologi MARA (UiTM), Kedah Bachelor of Business Administration (Hons) International Business CGPA : 3.37/4.00 Graduated on May 2016 Dean's Award (Semester 5 &6)
2010 to 2012	Universiti Teknologi MARA (UiTM), Kedah Diploma in Public Administration CGPA : 3.14/4.00 Graduated on May 2013 Malaysia University English Test (MUET) : Band 3
2005 to 2009	SMK Bandar Baru Perda, Pulau Pinang Sijil Pelajaran Malaysia (SPM) 2A's

EXTRA CURRICULAR ACTIVITIES

**Universiti Teknologi
MARA (UiTM), Kedah**

International Business Club

- Lawatan Akademik Ke Penang Port Sdn Bhd

- Ceramah (Political Economy Influence Into Business Transaction)
- Exploring The Historical City of Ho Chi Minh, Vietnam
- Pertandingan Video Kretif 1Malaysia' organized by Faculty of Administrative Science and Policy Studies

RELEVANT & CURRENT EXPERIENCES

MMC-GAMUDA JOINT VENTURE SDN BHD (EDTP)	Internship Programme (February 2015 - May 2015)
KHAZANAH NASIONAL SLIM - GREEN PROGRAMME	<p>- Attachment at Human Resource Department</p> <p>Graduate Employment Program (August 2016 – October 2016)</p> <p>- Attachment at Purchasing Department as a Procurement Assistant Coordinator at host company, Bose System Malaysia</p> <p>- Worked as Production Control I in Flex Batu Kawan, Penang Malaysia (previously Bose system) (Nov 2016 – July 2017)</p>

SKILLS

PROFESSIONAL SKILL	Microsoft Words	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
	Microsoft Excel	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	Microsoft PowerPoint	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
	Windows Movie Maker	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	SPSS	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
LANGUAGE SKILL	English	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	Malay	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
INDIVIDUAL SKILL	Teamwork	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	Communication	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	Independence	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
	Leadership	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	Discipline	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

PERSONAL REFEREE

Encik Mahazir Mohamad
Academic Adviser, UiTM Kedah
+6019-4113917 (HP)

Goh Chong Fang
Procurement Manager Flex
+6012-4152628 (HP)