

# RESUME

## SOFEA AINI BINTI MOHD MADZLAN

NO 59, JALAN DIVIDEN SATU  
23/6A, SEKSYEN 23  
40300, SHAH ALAM, SELANGOR  
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### PERSONAL DETAILS

Date of birth : 17 January 1995  
Marital Status : Single

Nationality : Malaysian  
Gender : Female

### EDUCATION

#### **Diploma in Islamic Banking and Finance (June 2013 – April 2016)**

Ungku Omar Polytechnic, Ipoh

- ❖ CGPA : 3.60
- ❖ Attended academic courses relevant to the applied position : Zakat (2014) ,Takaful (2015) and ' *Pengurusan Hartanah Islam* ' (2015)

#### **Sijil Pelajaran Tinggi Malaysia (2011 - 2012)**

SAMT Tengku Ampuan Jemaah, Shah Alam

- ❖ Obtained distinctions in Arabic Language, English Language, Mathematics and History.

## WORK EXPERIENCE

July 2016 – November 2016    Boutique Assistant at Inaaya Boutique, Shah Alam, Selangor

Exposure gained:

- Promoting clothes to customers.

Dec 2014 – April 2015            Industrial Training at Bank Rakyat, Shah Alam, Selangor

Exposure gained:

- Keying-in data of customers' information.
- Promoting products to the customers.
- Preparing handout for marketing.
- Handling the daily operational works of the Finance Department.

## SKILLS / STRENGTHS

- ❖ Responsible, independent and a good team player.
- ❖ Excellent interpersonal and communication skills.
- ❖ Able to work under tight schedule.
- ❖ Able to blend and adapt into a new environment.
- ❖ Able to work in group.
- ❖ Computer literate – MS Office Application (Word, Excel, Power Point Access).

## EXTRA – CURRICULAR ACTIVITIES

Ungku Omar Polytechnic, Ipoh, Perak

- Participated in Training of Trainer programme (2013)
- Participated in '*Tautan Kasih dan Persaudaraan*' programme.
- A member of Diploma in Islamic Banking Club.
- Participated in 'MUET Seminar 2015'.
- Participated in 'Ceramah Perkongsian Bersama Industri bertajuk : Usahawan dan Cabaran yang Dilalui' with the founder of Coffee King.

SAMT Tengku Ampuan Jemaah, Shah Alam, Selangor

- A committee '*Persatuan Bulan Sabit Merah (PBSM)*'.
- Participated in '*Kemahiran Amal Islami (KAMIL)*'.

## OTHER INFORMATION

Languages (Spoken/Written) : Malay and English

Interests : Travelling and reading

Driving Licence : DA

Honour/Award : Recipients of the Head of Department Award ( Sem 1,2,5,6 )

Expected Salary : RM1400 – RM2000

## REFERENCES

Puan Sharifah Zuhaira Bt Syed Mizuri  
Academic Advisor  
Commerce Department  
Ungku Omar Polytechnic  
Jalan Raja Musa Mahadi  
31400 Ipoh , Perak

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Puan Norazlina binti Ismail  
Financial Executive  
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