

# DIANA NAZIHA

Dear **Sir/Madam**

Greetings,

My name is Diana Naziha Binti Jamaludin, alumni student of National University of Malaysia (UKM). Currently, I am working as general clerk at Neelian Corporation. Hence, I am writing to see if you have an available position for this job vacancy.

I am interested to be a part of the company where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth. It is also another precious opportunity for me to explore and gain knowledge as much as possible in administration field for my future preparation.

Attached herewith is my 2-page CV together with the necessary documents for your kind perusal. Should you inquire any more details, please feel free to contact at +6 012-5522615.

Looking forward to receive a positive reply from your side. Thank you and have a nice day!

Sincerely,

*Diana Naziha*

**Diana Naziha**



SOCIAL WORKER

DIANA NAZIHA

## CONTACT



13 APRIL 1995



0125522615



diananaziha@gmail.com



238,  
Persiaran Pegoh Aman 2,  
Taman Desa Aman,  
31500 Lahat,  
Perak Darul Ridzuan

## EXPERTISE

**MICROSOFT WORD**

**MICROSOFT EXCEL**

**MICROSOFT POWERPOINT**

**SPSS VERSION 2.0**

**STAFF DEVELOPMENT**

## OBJECTIVE

To be a successful person wherever at by delivering best effort in job and punctual time.

While keeping good and continuous trust from others. I'm creative, independent, resourceful desired assignment or project to meet specific needs.

## PROFILE

" Hello, My name is Diana Naziha Binti Jamaludin. I'm fresh graduated student in Social Work for 3 years. I live in Perak, but I worked and still working with people all the places. Take your time, check my resume, see my skills, some of my work, my experience, and when you are ready drop me a message."

## EXPERIENCE

### PRACTICAL STUDENT

**WISMA PERKESO/IPOH,PERAK/2 MONTHS**

When I am practical at this company, I learn every part about management in social security policy. I have to open new file for new cases that involves incident when working time.

### CASHIER/ SALES ASSISTANT

**GUARDIAN SDN BHD/AEON STATION**

**18/1MONTHS**

As a cashier/ sales assistant, I need to do merchandise the guardian product systematically despite being as a good cashier in handling cash money accurately.

### GENERAL CLERK

**NEELIAN CORPORATION/NOW**

In this company, I need to helps client who have problem technically or error about accounting software that there are used for their company.

## EDUCATION

### DEGREE IN SOCIAL SCIENCE/ SOCIAL WORK (CGPA 3.31)

National University of Malaysia/2015-2017

### MATRICULATION / ACCOUNTING

Negeri Sembilan Matriculation College/2013-2014 (CGPA 3.02)

### SPM (2A2B+1B1C+3C)

SMK Raja Perempuan Ipoh/2012

## ACHIEVEMENT

### VOLUNTEER

#### HIGHER EDUCATION WEEK MALAYSIA/PUTRAJAYA/2015

As a volunteer in this program, I need to keep the program flow run smoothly and systematically besides to keep clean surrounding the program areas.

### VOLUNTEER

#### PURE HEART 2.0/PUCHONG UTAMA/2017

In this program, I need to deliver the box full of material that helps poor people in continuing their life and less their burden by contribute some of their needs.

## REFERENCES

**Dr. Ezarina Zakaria**  
Head  
Social Work Programme  
**Universiti Kebangsaan  
Malaysia (UKM)**  
43600 Bangi,  
Selangor Darul Ehsan  
03-89213918

**Prof Madya Datin Dr  
Fauziah Ibrahim**  
Penyelaras Program  
Sarjana Penyelidikan &  
Doktor Falsafah  
**Universiti Kebangsaan  
Malaysia (UKM)**  
43600 Bangi,  
Selangor Darul Ehsan  
019-3071110

## PERSONAL SKILLS

### CREATIVITY

### ORGANIZATION

### TEAM PLAY

### TRAINING

## TECHNICAL SKILLS

### PHOTOSHOP

### MS WORD

### POWER POINT

### COREL DRAW

## CONTACT/SOCIAL



0125522615



diananaziha@gmail.com



Puteri Diana

