



SITI FATIMAH ZAKARIA

Nationality	: Malaysian	Tel	: 013 – 5263500 / 013-4250218
Age	: 25 Years Old	Email	: fatimahzakaria19@gmail.com
Sex	: Female	Address	: No 8, Jalan Sagaria 4, Taman Saga, 05400 Alor Setar, Kedah.
Marital Status	: Single		

I am currently seeking for a position in Human Resource Department / Customer Service / Administration Officer or any suitable post. Throughout the years of studying and working, I have developed skills in organizing and managing events, maintaining schedules, leadership, and teamwork as well as communication skill. I am a passionate, highly driven and a goal oriented person. Achieving the company's goal is my top priority.



EDUCATION BACKGROUND

2011-2014

NATIONAL UNIVERSITY OF MALAYSIA

Bachelor Degree (Psychology)

CGPA : 3.59/4.00

2010-2011

PERLIS MATRICULATION COLLEGE

Accounting

CGPA : 3.77/4.00

2009

SMK ST. NICHOLAS CONVENT ALOR SETAR

Sijil Pelajaran Malaysia (SPM)

Result : 5A, 3B, 1C+



WORK EXPERIENCE

MARA JUNIOR SCIENCE COLLEGE, KUBANG PASU, KEDAH

Duration : 14 July - 22 September (2016), 3 Jan – 26 Mac (2016)

Position : Part time counselor

Skills : Communication skill, Programme Planner, Administrative Skill, Management Skill, Consulting Skill

**PUBLIC SERVICES COMMISSION OF MALAYSIA, PUTRAJAYA
(EXAMINATION DIVISION)**

Duration : 7 Julai – 29 Ogos (2014)

Position : Trainee

Job Scope : Manage entry examinations into public services for qualified candidates, Manage matters pertaining to further assessment specified for selected candidates prior to selection for interview

PEACE COLLECTION SDN. BHD

Duration : Jan – Mac (2013)

Position : Sale promoter

Skills : Communication Skill, Consulting Skill, Marketing Skill, Selling Skill



REFERENCES

Dr. Ku Suhaila Binti Ku Johari

Academic Supervisor (UKM)

suhaila@ukm.edu.my / 011-10608082