


## ASMA' BINTI YAHYA

### GENERAL INFO

|   |                         |   |                              |                         |
|---|-------------------------|---|------------------------------|-------------------------|
|  | <b>ADDRESS</b>          | Kg Lubuk Reba,<br>Jalan Padang Lembu,<br>08330 Gurun,<br>Kedah. | <b>PERMENANT<br/>ADDRESS</b> | -                       |
|   | <b>TEL<br/>(MOBILE)</b> | 013-5946193   | <b>EMAIL</b>                 | asmayahya_911@yahoo.com |
|   | <b>LICENSE</b>          | D & B2  |                              |                         |

### PERSONAL DETAILS

|                    |                 |                       |                |
|--------------------|-----------------|-----------------------|----------------|
| <b>AGE</b>         | 27              | <b>GENDER</b>         | Female         |
| <b>D.O.B</b>       | 9 November 1991 | <b>MARITAL STATUS</b> | Single         |
| <b>NATIONALITY</b> | Malaysia        | <b>NEW IC NO</b>      | 911109-02-6114 |

### EDUCATIONAL BACKGROUND

#### Highest Education

|                       |  |                        |   |
|-----------------------|--|------------------------|---|
| <b>LEVEL</b>          | Degree                                     | <b>GRADUATION DATE</b> | October 2013                            |
| <b>FIELD OF STUDY</b> | Bachelor of Science<br>(Chemical Sciences) | <b>INSTITUTE</b>       | Universiti Malaysia Terengganu<br>(UMT) |

#### Second Highest Education

|                       |                    |                        |                  |
|-----------------------|--------------------|------------------------|------------------|
| <b>LEVEL</b>          | Matriculation      | <b>GRADUATION DATE</b> | May 2010         |
| <b>FIELD OF STUDY</b> | Biological Science | <b>INSTITUTE</b>       | Kolej Mara Kulim |

#### Secondary School

|                       |                |                        |                                      |
|-----------------------|----------------|------------------------|--------------------------------------|
| <b>LEVEL</b>          | SPM            | <b>GRADUATION DATE</b> | 2008                                 |
| <b>FIELD OF STUDY</b> | Science Stream | <b>SCHOOL</b>          | Sek.Men.Sains<br>Sultan Mohamad Jiwa |

**WORKING EXPERIENCES*****TUITION TEACHER***

|                         |  |                    |                      |
|-------------------------|--|--------------------|----------------------|
| <b>COMPANY NAME</b>     | Pusat Tuisyen Setia Kamaya   | <b>DATE JOINED</b> | April 2016 – Present |
| <b>RESPONSIBILITIES</b> | <ul style="list-style-type: none"><li>• Teach Mathematics subject for PT3 and SPM students</li><li>• Prepared notes and exercises for students</li><li>• Responsible to improve all student achievements</li><li>• Enhance critical thinking skills among students</li></ul> |                    |                      |

***TEACHER (Contract)***

|                         |  |                    |                                |
|-------------------------|--|--------------------|--------------------------------|
| <b>COMPANY NAME</b>     | Maktab Mahmud Pokok Sena   | <b>DATE JOINED</b> | February 2017 – September 2017 |
| <b>RESPONSIBILITIES</b> | <ul style="list-style-type: none"><li>• Taught Mathematics, Geography and Art</li><li>• Responsible to monitor students during assembly and other activities</li><li>• Conducted Mathematics Workshop for SPM students</li></ul> |                    |                                |

***TEACHER (Contract)***

|                         |   |                    |                         |
|-------------------------|---|--------------------|-------------------------|
| <b>COMPANY NAME</b>     | Sek.Men.Keb.<br>Guar Chempedak  | <b>DATE JOINED</b> | June 2014 – August 2014 |
| <b>RESPONSIBILITIES</b> | <ul style="list-style-type: none"><li>• Taught Science, Mathematics and ICTL subjects</li><li>• Created all course materials, including quizzes and notes</li><li>• Responsible on Standard Operating Procedure (SOP) which has been developed</li><li>• Responsible to record student attendance</li><li>• Conducted project 'NILAM' with students</li></ul> |                    |                         |

***TRAINEE***

|                         |  |                    |                         |
|-------------------------|--|--------------------|-------------------------|
| <b>COMPANY NAME</b>     | RRIM Lembaga Getah Malaysia  | <b>DATE JOINED</b> | June 2012 – August 2012 |
| <b>RESPONSIBILITIES</b> | <ul style="list-style-type: none"><li>• Conducted project entitled 'Preparation of Liquid Natural Rubber in Emulsion'</li><li>• Prepared report for daily progress</li><li>• Analyzed data using instruments provided</li><li>• Ensure laboratory in good condition and safe</li></ul> |                    |                         |

**SKILLS**

| LANGUAGES       |          |         | SKILLS   |
|-----------------|----------|---------|--|
| Bahasa Malaysia | Category | English | <ul style="list-style-type: none"> <li>Strong PC knowledge – Microsoft Office, Picasa, Adobe Photoshop (basic)</li> <li>Experience in handling the basic theoretical and practical aspect of laboratory instruments – FTIR and HPLC</li> <li>Experience in conducting sale booth and kiosk</li> <li>Good interpersonal skills and positive attitude</li> </ul> |
| Excellent       | Spoken   | Good    |  |
| Excellent       | Written  | Good    |  |

**SOCIAL AND CO-CURRICULUM ACTIVITIES**

|             |   |
|-------------|---|
| <b>2017</b> | <ul style="list-style-type: none"> <li>Participated in 'Sambutan Hari Jantung Sedunia 2017 '</li> <li>Participated in Free Cholesterol For Healthy Heart 2017 Program</li> </ul>  |
| <b>2013</b> | <ul style="list-style-type: none"> <li>Attended course organized by Ministry of Communication and Multimedia Malaysia (Latihan Media Baru)</li> <li>Participated in CHEMRUN</li> <li>Attended course on Introduction to OSHA and HIRARC</li> </ul>  |
| <b>2012</b> | <ul style="list-style-type: none"> <li>Member of Exco Ekonomi and Keusahawanan Kelab Amatur Intelektual</li> <li>Committee member of 'Program Master Chef UMT'</li> <li>Volunteer for Debate Competition Trophy of Vice Chancellor</li> <li>Participated in Tilawah Al-Quran Competition</li> <li>Participated in 'UMT YoungPreneurS 2012' program</li> </ul> |
| <b>2011</b> | <ul style="list-style-type: none"> <li>Committee member of 'Rakan Majlis Kolej Kediaman'</li> <li>Volunteer for 'Sukan Persatuan Badan Berkanun Malaysia' (SUKANUN)</li> <li>Participated in quiz contest organized by 'Majlis Kolej Kediaman'</li> </ul>   |
| <b>2010</b> | <ul style="list-style-type: none"> <li>Member of 'Kelab Kemahasiswaan Kimia'</li> <li>Participated in 'Kursus Penyembelihan Haiwan'</li> <li>Participated in 'Seminar Sains Islam Ke-11'</li> </ul>   |

## REFEREES

|   |  |
|---|--|
| <p>DR FAIZATUL SHIMAL BINTI MEHAMOD</p> <p>Supervisor/ Lecturer<br/>Universiti Malaysia Terengganu,<br/>Kuala Terengganu, Terengganu.<br/>Email: fshimal@umt.edu.my<br/>Tel : 013-9668139</p> | <p>HJ. KHAIRUL ANUAR BIN OMAR</p> <p>Manager<br/>Pusat Tuisyen Setia Kamaya,<br/>No.9, Tingkat 1, Jalan 1, Taman Setia Harmoni,<br/>08300 Gurun, Kedah.<br/>Email : keon2020@yahoo.com<br/>Tel : 018-2403261</p> |
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