



RADEN AZREEN

WHY ME?

A dynamic and effective person who yields quality performance, and improves company productivity.

• WORK EXPERIENCE

NOV 2013- JULY 2014

CLERK AT FIEZHA ENTERPRISE

Type, format, and edit routine memos and other reports. Copy, file, and update paper and electronic documents.

NOV 2011 – APRIL 2012

WAITRESS AT ZALEHA CAFE

Greet customers, take food orders, bring food and drinks to the tables and take payment and make change.

JUL 2017 - SEPT 2017

INTERNSHIP AT DEWAN UNDANGAN NEGERI SARAWAK

File management, update profile ADUN, update Accession Register report, and others.

• EDUCATION

SEPT 2014 – NOV 2017

HUMAN RESOURCES DEVELOPMENT

UNIVERSITI MALAYSIA SARAWAK

KOTA SAMARAHAN, SARAWAK.

CGPA: 2.96

MAY 2012 – NOV 2013

SIJIL TINGGI PEPERIKSAAN MALAYSIA

SMK TUN ABANG HAJI OPENG

KUCHING, SARAWAK.

CGPA: 2.92

JAN 2010 – NOV 2011

SIJIL PEPERIKSAAN MALAYSIA

SMK TUN ABANG HAJI OPENG

KUCHING, SARAWAK.

RESULT: 6A 3B 1C

• SKILLS

Intermediate understanding and skills about the components and functions of MS-Windows, MS-Excel, MS-Word, MS-Powerpoint and SPSS.

• INFO

RADEN AZREEN BINTI AHMAD

AGE 24 YEARS OLD

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ADDRESS 466-D, KAMPUNG BINTAWA HILIR, 93050, PETRA JAYA, KUCHING, SARAWAK.

• PERSONAL SKILLS

TEAM WORK

CREATIVITY

ORGANIZATION

• LANGUAGES

MALAY

ENGLISH

• REFERENCES

WAN NORIZAN BT WAN HASHIM

LECTURER & MENTOR

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NORDIN

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