

resume



JULYANA BINTI RAHMAD

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EDUCATIONAL BACKGROUND

Diploma in Information Technology (Networking)

(June 2014 – June 2017)

Ungku Omar Polytechnic, Ipoh

- CGPA : 3.33
- Completed a final-year project entitled 'Wireless Spy-Bot'

Malaysia Certificate of Education (2009 – 2013)

SMK Gombak Setia, Selangor

- Obtained distinctions in Bahasa Melayu, Mathematics, Biology, Pendidikan Islam and History
- Credits in English, Physics and Add Math

STRENGTHS

- ✚ Independent, hardworking and a good team player
- ✚ Excellent problem solving and communicating skills
- ✚ Able to work independently and under tight schedule
- ✚ Possess knowledge of IT in Networking

EXTRA CURRICULAR ACTIVITIES

Ungku Omar Polytechnic, Ipoh, Perak

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| 1. RERO Junior Facilitator | 2016 |
| 2. Honorary Secretary of Students' Representative Council (MPP) | 2014 – 2015 |
| 3. Community Program Cultural Development, Polytechnic Malaysia | 2015 |
| 4. "Program Pengantarabangsaan Sosio-Budaya Malaysia-Thailand" | 2015 |
| 5. "Simposium Warisan Budaya" (The Best Student Presenters) | 2014 |

SMK Gombak Setia, Selangor

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| 1. Secretary of SMK Gombak Setia Cooperative Berhad | 2012 – 2013 |
| 2. ICA Asia Pacific Workshop on University/Campus Co-operatives | 2012 |

WORKING EXPERIENCES

Dec 2015 – April 2016

Trainee (Industrial Training)

Centre of Technology in Networking Department
UKM, Bangi Selangor Darul Ehsan.

Job Description

- Provided computer help desk support and technical training on hardware/software to end-users.
- Performed troubleshooting of system issues and maintained equipment inventory lists.
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Aug 2012 – March 2014

Temporary Staff (Sales Girl)

- i. East Station, KL Festival City Mall
- ii. SOGO (Renoma Brand)
- iii. DNMC International Sdn. Bhd
- iv. Jubahsouq Boutique

Job Description

- Created engaging point-of-purchase displays for slow moving small items; increased sales of these items by 30%.
- Organized floor displays to maximize space and call attention to latest merchandise.
- Utilized strong interpersonal and communications skills to serve customers; received employee of the month award twice.

TECHNICAL SKILLS

