

ROSLINA BINTI ROSMAN

No.5, Solok 12, Bandar Sultan Suleiman,
42000, Pelabuhan Klang, Selangor.

Mobile no. : 019-3801765

Email: roslinarosman@yahoo.com



SUMMARY

Grabbing opportunities into challenging career with progressive organization, other than Corporate Administration as my major, I also learned politics, law, accounting, finance, taxation, human resource and business management.

Having an enthusiastic attitude, responsible, willing to learn, able to work individually or in a team, and positive attitude are some of my personal strength that I believe a good practice to ensure we are able to produce good quality of work.

PERSONAL INFORMATION

Age: 24 years old

Gender: Female

Status: Single

Date of birth: 25.12.1993

Nationality: Malaysian

Availability: immediately

EDUCATIONAL BACKGROUND

 2014 - 2017	UNIVERSITI TEKNOLOGI MARA (UITM) Bachelor of Corporate Administration (Hons) CGPA : 3.33
 2011- 2014	UNIVERSITI TEKNOLOGI MARA (UITM) Diploma in Public Administration CGPA : 3.66
 2006 - 2010	SEKOLAH MENENGAH KEBANGSAAN KUDAT II Sijil Pelajaran Malaysia (SPM) Major: Science Stream

SKILLS & LANGUAGES

Languages (writing/speaking)	English (Good), Malay (Excellent), Arabic (Basic)
Computer Skills	Microsoft Office (Word/ PowerPoint/Excel), Microsoft Access, Adobe Photoshop

WORKING/INTERNSHIP/VOLUNTEER EXPERIENCE

COMPANY	POSITION	DESCRIPTION
1.GMA Corporate Sdn Bhd (Jan 2016-Mac 2016)	Assistant Company Secretary (Internship)	<ul style="list-style-type: none"> Meetings company secretarial tasks: <ul style="list-style-type: none"> Preparation of documents Share registration Record register Stamping Administration: <ul style="list-style-type: none"> Office administration File management
2.Pasar Kain Kudat (Oct 2010-Nov 2011)	Sales Assistant	<ul style="list-style-type: none"> Helping customers to find the goods they want Giving information on products and prices Serving customer and taking payment Displaying goods in attractive way
3. Uitm Sabah (2012)	Mentor (Volunteer)	<ul style="list-style-type: none"> Nominated by faculty as a mentor for guiding and teaching student in additional classes for Business Mathematic courses.

EXTRA CURRICULAR/ACTIVITIES

- Workshop for Annual General Meeting (2016)
- Program route to professional career (2016)
- Students Conference; bridging the skills gap (2015)
- Member of Diploma in Public Administration Club (2011-2014)
- Member of Red Crescent Society (2011-2013)
- Facilitator for Program Mentor Mentee (2012)
- Secretary of School Youth Cadet (2010)
- Secretary of Islamic Students Club (2010)
- Member in Handball Club (2010)

SPECIAL ACHIEVEMENTS

Excellent Dean's Award
Semester 3 (Bachelor Corporate Administration) GPA 3.82
Semester 5 (Diploma Public Administration) GPA 3.74
Semester 4 (Diploma Public Administration) GPA 3.69
Semester 3 (Diploma Public Administration) GPA 3.78
Semester 2 (Diploma Public Administration) GPA 3.65

REFERENCES

NOORIE HARYANIEE HJ MOULTON

University practical training supervisor (06-63422604)

