

Date:.....

NUR AISYAH BINTI SAZLAN

897 Kampung Baru Sungai Buaya,

14300 Nibong Tebal,

Pulau Pinang.

H/P: 012-5506855

aisyahsazlan@gmail.com

To

Human Resource Department,

Dear Sir/ Madam,

APPLICATION FOR A POSITION IN YOUR ORGANIZATION

With reference to the above, I have great pleasure in submitting this application letter to your organization to asking about the available position that suitable with my qualifications.

2. For your information, I have a finished my study at Universiti Malaysia Perlis (UNIMAP), in Master of Business Administration (Engineering Management) and will be graduate in October 2017.

3. My resume which is enclosed, contains additional information on my background. I would appreciate the opportunity to discuss with you and to provide further information and details about this application. I can be reached anytime.

I look forward to hearing from you in near future about this application at your convenience. Thank you for your consideration.

Yours faithfully,

NUR AISYAH BITI SAZLAN

RESUME



PERSONAL DETAILS

Name	: Nur Aisyah Binti Sazlan
Date of Birth	: 06 th October 1993
IC Number	: 931006-07-5384
Gender	: Female
Marital Status	: Single
Country of Origin	: Malaysia
Healthy	: Excellent
Email Address	: aisyahsazlan@gmail.com
Phone Number	: 012-5506855
Address	: 897 Kampung Baru Sungai Buaya
City	: Nibong Tebal
Postal Code	: 14300
State	: Pulau Pinang
Country	: Malaysia

EDUCATIONAL BACKGROUND

Highest Educational Level : Master in Business Administration (Engineering Management)

Major : Management

Institution : University Malaysia Perlis (UNIMAP)

CGPA : 3.27

Graduation Date : October 2017

Thesis : Topic- The Effect of Knowledge Transfer towards Knowledge Retention

Modules : Accounting, Financial Analysis, Economics, Marketing, Management Consulting, Project Management, Business Research, Emerging Engineering Technologies, Engineering Management, Leadership and Human Research Management, Ethics in Business.

Education (Others) :

- Bachelor of Business (Hons) (Engineering Entrepreneurship)

Major in Business skills – CGPA: 2.58

Universiti Malaysia Perlis.

Graduation Date: September 2015

- Kolej Matrikulasi Teknikal Kedah, Pendang, Kedah.

Civil Engineering course

2011/2012

- Sek. Men. Teknik Tunku Abd Rahman Putra (TI Penang)

Civil Engineering Course

2009-2010 (SPM)

Sports : Active in Netball, Futsal, Softballs, Volleyball

Co- Curriculum :

- Jabatan Pertahanan Awam (JPA)

- Fire and Rescue

- Participated in Adenda week 10 hosted by Architecture Programme School of Housing Building and Planning (USM)
- Committee and participated in choral speaking
- Participate in the consolidation course escorts

CAREER OBJECTIVES

- Having a suitable and challenging career with using my personal capability and creativity which I can enhance my skills and develop my knowledge.
- To work with company with good working environment in order to contribute in new idea and be a part of a person who involve in company's success.
- Willing to work together in achieving company's goal and mission

WORKING EXPERIENCES

1. SolarGe Sdn. Bhd

Job Description:

- Internship
- Sales and Marketing
- Handling Light Saver Project (First Hand)

SolarGe Sdn. Bhd
Block Intron-Ekson,
UKM – MTDC Technology Center,
Universiti Kebangsaan Malaysia,
43650 Bangi, Selangor
No Tel: +603-20210085

SUPPLEMENTARY AND STRENGTH

Willing to Travel	: Yes
Possess Own Transport	: Yes
Driving License	: B2 & D
Expected Monthly Salary	: RM 1800 and above
Availability	: Immediately (Anytime)

PERSONAL STRENGTH

- : Good communication skills
- : Positive Attitude
- : Self- Motivated
- : Able to work independently
- : Able to work under pressure
- : Fast learner

ABOUT MYSELF

I'm Aisyah and I just finished my study in Master of Business Administration. I am 24 years old and the eldest sister of my 10 siblings. My parents are not working anymore and I want this job to help and support my family. I am a kind of fast learner, positive attitude, able to work under pressure, able to work independently, self- motivated and also a person that can be trusted. . If you really want to know what I want to be after 4-5 years coming is of course I want to be a person that holds a position at the higher level with ability to manage and handle my own subordinates. Hence, talks about my expected salary, I thought it is show the logically with the high cost living I put demand for RM 1800.00 and above and suitable for fresh graduate. Thus, my resume which is enclosed, contains additional information on my background I would appreciate the opportunity to discuss with you and to provide further information and details about this application. I can be reached anytime.

Thank you for your consideration and I would not let you down.

SKILLS AND LANGUAGE

Skills

:

- Computer Skills (Microsoft Offices)
- Communication Skills

Languages

:

- Spoken Language (Malay and English)
- Written Language (Malay and English)

REFERENCES

Professor Dr. Idris B. Mohd Noor

Lecturer in Unimap/ Supervisor

PhD, The Victoria University of Manchester, UK

Master of Education, University of Birmingham, UK

Bachelor of Arts and Education (Hons), USM

Area of Expertise:

Curriculum Studies, Curriculum Design, Research Methodology

E-Mail idris@unimap.edu.my

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