

# CURRICULUM VITAE



## SALIHAH BINTI SUHAIRI

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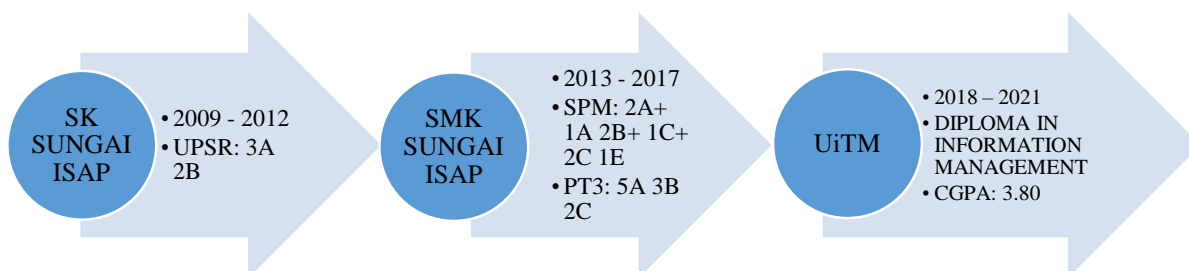
WEB: [www.doctcontsali.com.my](http://www.doctcontsali.com.my)

CAREER OBJECTIVE: LOOKING FOR OPPORTUNITIES IN THE DOCUMENT CONTROLLING TASK

### PERSONAL PARTICULAR

RELIGION:	ISLAM / MUSLIM	NATIONALITY:	MALAYSIAN
DATE OF BIRTH:	13 APRIL 2000	AGE:	24 YEARS OLD
MARITAL STATUS:	SINGLE	HEALTH:	EXCELLENT
ADDRESS:	NO. 5, LORONG PERMATANG BADAK MAKMUR 7, TAMAN UKHWAH 1, 25150 KUANTAN PAHANG		
SOCIAL NETWORK:	FACEBOOK: SALEHAH SUHAIRI INSTAGRAM: IYAHH_HOHOHO		

### EDUCATION



### SKILLS

#### LANGUAGE SKILLS:

- a) SPOKEN LANGUAGE: MALAY (★★★★★) AND ENGLISH (★★★★★)  
 b) WRITTEN LANGUAGE: MALAY (★★★★★) AND ENGLISH (★★★★★)

#### COMPUTER PROGRAM SKILLS:

1. MICROSOFT OFFICE TOOLS	• MICROSOFT WORD (★★★★★) • MICROSOFT P.POINT (★★★★★) • MICROSOFT EXCEL (★★★★★) • MICROSOFT PROJECT (★★★★★)
2. ENGINEERING DRAWING DESIGN	• AUTODESK AUTOCAD (★★★★) • AUTODESK INVENTOR (★★★★)
3. MULTIMEDIA DESIGN	• PAINT (★★★★★) • PHOTO SCAPE (★★★★★) • WINDOWS LIVE MOVIE MAKER (★★★★★)

## INTERPERSONAL SKILLS:

- a) ABLE TO WORK IN A GROUP AND INDIVIDUAL ENVIRONMENT. (★★★★★)
- b) EAGER TO LEARN NEW THINGS. (★★★★★)
- c) INDEPENDENT, RESPONSIBLE, HELPFUL, FRIENDLY, TOLERANT AND HARDWORKING PERSON. (★★★★★)
- d) POSSESSES A LOT OF KNOWLEDGE IN TERM OF COMMUNICATION SKILLS. (★★★★)

## WORKING EXPERIENCE

### MANAGEMENT AND SUPERVISION

- YEAR: 2021
- ORGANIZATION: TUNAS MANJA SBN BHD
- EXPERIENCE: HANDLED ALL PURCHASES NECESSARY TO MAINTAIN ADEQUATE STORE INVENTORY

### ADMINISTRATIVE SUPPORT

- YEAR: 2022
- ORGANIZATION: PROTON COMPANY
- EXPERIENCE: ANSWERED TELEPHONE CALLS AND PERFORMED SOME DATA ENTRY INTO COMPUTER SYSTEM

### CUSTOMER SERVICE

- YEAR: 2023
- ORGANIZATION: CELCOM COMPANY
- EXPERIENCE: PROVIDED CUSTOMER SERVICE, HANDLED PROCESSING PURCHASE ORDERS FROM CUSTOMERS

## ACTIVITIES AND CONTRIBUTION

### EXTRA CURRICULAR ACTIVITIES:

2015-2017

#### SMK SUNGAI ISAP

1. STUDENT REPRESENTATIVE (BIRO MULTIMEDIA)
  2. COUNCIL (SECRETARY)
  3. PEER COUNSELORS CLUB (SECRETARY)
  4. NETS SPORTS CLUB (TREASURER)
  5. SCHOOL YOUTH CADET (CORPORAL)
1. ORGANIZATION: STUDENT REPRESENTATIVE  
2. POSITION: BIRO MULTIMEDIA

2018-2021

#### MARA UNIVERSITY OF TECHNOLOGY

1. MYAGROSIS CLUB (COMMITTEE MEMBER)
2. HIGH ACHIEVER CLUB (ACTIVE MEMBER)
3. CULTURAL UNIT AND THEATER CLUB (COMMITTEE MEMBER)

### VOLUNTEERING PROGRAM:

2018

**HOSPITALS BEYOND BOUNDARIES**  
ACTIVITY: IMPROVING THE HEALTH OF VULNERABLE COMMUNITIES

2019

**SUKA SOCIETY**  
ACTIVITY: CHILDREN'S WELFARE THAT ADVOCATES FOR THE YOUTH

2021

**YAYASAN GENERASI GEMILANG**  
ACTIVITY: IMPROVE THE LIVES OF UNDERSERVED CHILDREN

## LIST OF COURSES

COURSES CODE	COURSES NAME	COURSES CODE	COURSES NAME
<b>SEMESTER 1</b>		<b>SEMESTER 4</b>	
<b>ELC121</b>	INTEGRATED LANGUAGE SKILLS (LISTENING)	IMD221	SOCIAL MEDIA LITERACY
<b>CTU101</b>	FUNDAMENTAL OF ISLAM	IMD222	TECHNICAL SUPPORT SERVICES AND MAINTENANCE FOR INFORMATION AGENCIES
<b>UED102</b>	STUDY SKILLS	IMD223	INTRODUCTION TO CATALOGING
<b>HBU111</b>	CO-CURRICULUM 1	IMD224	MANAGEMENT OF RECORD CENTERS
<b>IMD111</b>	INTRODUCTION TO INFORMATION SKILLS	IMD225	INFORMATION TECHNOLOGY APPLICATION IN INFORMATION AGENCIES
<b>IMD112</b>	INTRODUCTION TO INFORMATION MANAGEMENT	IMD226	MULTIMEDIA FOR INFORMATION PRESENTATION
<b>IMD113</b>	INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATION	IMD227	PROMOTION OF INFORMATION PRODUCTS AND SERVICES
<b>MGT162</b>	FUNDAMENTALS OF MANAGEMENT	<b>SEMESTER 5</b>	
<b>SEMESTER 2</b>		ENT300	FUNDAMENTALS OF ENTREPRENEURSHIP
<b>ELC151</b>	INTEGRATED LANGUAGE SKILLS (READING)	IMD311	INTRODUCTION TO WEB CONTENT MANAGEMENT AND DESIGN
<b>CTU151</b>	ISLAMIC THOUGHT AND CIVILIZATION	IMD312	REFERENCE AND INFORMATION SERVICES FOR INFORMATION AGENCIES
<b>HBU</b>	CO-CURRICULUM 2	IMD313	FOUNDATION OF ARCHIVES
<b>IMD121</b>	COMMUNICATION SKILLS FOR INFORMATION PROFESSIONALS	IMD314	EXTENSION SERVICES FOR INFORMATION AGENCIES
<b>IMD122</b>	INTRODUCTION TO SCHOOL RESOURCE CENTRE	IMD315	MANAGEMENT OF LIBRARIES AND RESOURCE CENTERS
<b>IMD123</b>	FOUNDATION OF RECORDS MANAGEMENT		
<b>IMD124</b>	ACCESS TO INFORMATION		
<b>SEMESTER 3</b>			
<b>ELC231</b>	INTEGRATED LANGUAGE SKILLS (WRITING)		
<b>CTU264</b>	ISLAMIC INFORMATION MANAGEMENT		
<b>HBU</b>	CO-CURRICULUM 3		
<b>IMD211</b>	INSTRUCTIONAL MEDIA APPLICATION		
<b>IMD212</b>	INTRODUCTION TO ELECTRONIC RECORD KEEPING		
<b>IMD213</b>	ORGANIZATION OF INFORMATION		
<b>IMD214</b>	ELECTRONIC PUBLISHING		

## REFERENCE

**REFERENCE 1:** IZZATIL HUSNA BINTI ARSHAD

LECTURER

FACULTY OF INFORMATION MANAGEMENT

MARA UNIVERSITY OF TECHNOLOGY (KELANTAN BRANCH).

CONTACT: 019 - 6976693

EMAIL: husna672@kelantan.uitm.edu.my

**REFERENCE 2:** NOOR RAHMAWATI BINTI ALIAS

ACADEMIC ADVISOR

FACULTY OF INFORMATION MANAGEMENT

MARA UNIVERSITY OF TECHNOLOGY (KELANTAN BRANCH).

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