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|  | SOFEA ZAFIFFY BINTI MOHD DAUD  +44 07742 697100 (UK) | +60178803413 (MY) | E: sofeamdaud@gmail.com  Lot 1383, Jalan Bunga Raya, Kampung Sijangkang, 42500 Telok Panglima Garang, Selangor Darul Ehsan |

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| **Professional summary** | |  |  | | --- | --- | |  | Meticulous and reliable fresh graduate, excellent at juggling multiple tasks and working under pressure. Broad industry experience includes customer service, finance, business marketing, budgeting and administration. | |

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| **Work history** | |  |  | | --- | --- | |  | **KPMG VIRTUAL INTERNSHIP (data analytics)** *07/2020*  **KPMG | UK**   * Completed a virtual task provided KPMG which illustrates the real working situation with KPMG’s real clients * Assessed and extract information form the data for the usage of the ‘virtual’ KPMG’s clients * Improved the capabilities in data analysis and information extraction apart from expanding understanding on basic programming programme such as R.   **Executive Officer** *10/2018 to 10/2019*  **United Kingdom and Eire Council | UK**   * Supported Malaysian students' societies in improving operations and resolving issues to which is to be delivered to Malaysian government * Improved team members' skills through consistent hard work and dedication to the tasks given. * Analysed departmental documents for appropriate distribution and filing. * Implemented marketing strategies which resulted in 10% growth of students’ engagement comparing to the previous years. |  |  |  | | --- | --- | |  | **Intern** *07/2019 to 08/2019*  **UK Education Centre | Malaysia, Malaysia**   * Assisted various business groups with document organisation and dissemination during acquisitions. * Worked closely with the permanent staffs to maintain optimum levels of communication for the effective and efficient completion of business documents for the clients. * Created boardroom and courtroom multimedia presentations including video and text- sync'd depositions for enhanced understanding. |  |  |  | | --- | --- | |  | **Volunteer** *07/2018 to 08/2018*  **Tumunda Primary School | Malaysia**   * Worked with diligence to regularly meet or exceed special targets, including personal classes with the students and special donations for the school. * Discussed effective learning mechanisms with the teachers, outlined restrictions for the students and educated on current educational system in the country. * Worked directly with the school's administration staffs to achieve an increase in percentage of students pass the national exam. * Researched and updated all required materials needed for school and students. |  |  |  | | --- | --- | |  | **Volunteer** *01/2018 to 04/2018*  **Warwick Volunteer**   * Developed new techniques to attract students' attention towards studying which resulted in marked performance improvements. * Ensured adherence to university's and corresponding school's regulations for continued organisation compliance. * Delivered an exceptional level of service to each student by listening to concerns about studying and answering questions. |  |  |  | | --- | --- | |  | **Salesperson, sales assistant** *06/2017 to 09/2017*  **Seri Jangkang Jewellery | Malaysia**   * Addressed customer inquiries and concerns to facilitate decision-making and minimise anxiety or hesitation. * Received and processed product returns. * Met customers and offered assistance with selecting merchandise, finding accessories and completing purchases. * Assisted with cleaning duties to maintain high standards in store presentation and hygiene. | |

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| **Skills** | |  |  |  |  | | --- | --- | --- | --- | |  | |  |  | | --- | --- | | * Lead qualification * Relationship building * Budgeting and finance * Risk management processes and analysis * STATA SE, Matlab and Microsoft Office proficient | * French DELF A1 qualified and intermediate writing and speaking skills in French * Strong verbal communication * Client assessment and analysis * Attention to detail | | |

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| **Education** | |  |  | | --- | --- | |  | BSc with Honours| Economics, Politics and International Studies 2020  **University of Warwick, Coventry, UK**   * Continuing education in Economics, International Security and French. * Coursework in World Politics and Econometrics * Emphasis in Unemployment in Eastern Europe for the final year project. * Recipient of MARA scholarship, a Malaysian government award for excellent students * Received 2:1 for Financial Economics and Econometrics modules * Received First Class for Statistics and Mathematics modules |  |  |  | | --- | --- | |  | A-Levels *2017*  **MARA Ketengah International College, Malaysia**   * Top 1% of class * Award for academic achievement, Overall Best Student in 2017. * Continuing education in Economics (A\*), Physics (A\*) and Mathematics (A) |  |  |  | | --- | --- | |  | Certificate of Higher Education *2014*  **Seri Puteri Boarding School, Malaysia, Malaysia**   * Top 5% of class * Graduated with 9A+ * Continuing education in Additional Mathematics (A+), Physics (A+), Biology (A+) and Chemistry (A+) * Research in cassava papers and implement ways to use cassava paper to reduce the body odour. * Training in Professional Management Skills | |

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| **Additional Information** | |  |  | | --- | --- | |  | * Quarter Finalist in International Islamic University of Malaysia International Debate in 2014, one of the biggest national debate championships in Malaysia. | |