



**SITI NADZIRAH BINTI ZAINI**

87 , Jalan Parit Ibrahim  
82000 Pontian , Johor .

Tel number : 010-2298829

E-mail : [nadzirahzaini@yahoo.com](mailto:nadzirahzaini@yahoo.com)

**PERSONAL DETAIL**

Age : 26 Years Old  
Gender : Female  
Date of birth : 12<sup>th</sup> January 1992  
Place of birth : Hospital Pontian , Johor  
I/C Number : 920112-01-6536  
Nationality : Malaysian  
Marital Status : Single

**OBJECTIVE**

To seeking the best opportunity to perform as a part of organization or company that allows me to expend my current skills and ability as well as to gain the experience.

**EDUCATION BACKGROUND**

2008-2009 : Sekolah Menengah Kebangsaan Dato' Penggawa Barat ,  
Pontian , Johor  
Malaysian Education Certificate (SPM) 2009  
2007-2008 : Sekolah Menengah Kebangsaan Dato' Penggawa Barat ,  
Pontian , Johor  
Penilaian Menengah Rendah (PMR) 2008

## **EXPERIENCE**

Experience : Teller at IME (M) SDN BHD

## **CURRENT EMPLOYEMENT**

Company Name : IME (M) SDN BHD

Position : Teller

Duration : From December 2014

Monthly Salary : MYR 1500

Work Description : 1)Working as frontline teller  
2)Do remittance product  
3)Dealing with cash every day  
4)Doing report balancing for everyday  
5)Working 6days (for 1<sup>st</sup> week and 2<sup>nd</sup> week) 5days (for 3<sup>rd</sup> week and 4<sup>th</sup> week)  
6)Work with compliance  
7)Must follow daily forecast and achieve sales target  
8)Customer Service

## **SKILLS**

- Discipline , Mature and Responsible
- Fluent in Bahasa Melayu and English
- Computer literate (Microsoft office) e.g : Microsoft Word , Excel and Power Point
- Good interpersonal skills and communication skills
- Able to work independently and very punctual person
- Fast Learner

## **PERSONAL PARTICULARS AND PREFERENCES**

Possess Own Transport : Yes

Wiling To Travel : Yes

Expected Monthly Salary : RM 1,600 – RM 1,800 (Negotiable)

Availability : Immediately after notice period of 1 Month

## **LANGUANGES PROFICIENCY**

(Proficiency : 0=Poor – 10=Excellent)

Written	Spoken
<ul style="list-style-type: none"><li>• Bahasa Malaysia</li></ul>	10
<ul style="list-style-type: none"><li>• English</li></ul>	10

## **REFERENCES**

### **Bhubanand Khanal**

(Regional Sales Manager)

RIA IME (M) SDN BHD

No 37 , Jalan Wong Ah Fook

80000 , Johor Bahru ,

Johor Darul Takzim

Tel : 012-3164914

### **Nur Atiqah binti Abdullah**

(Friend)

No 3 , Jalan Bayan

Larkin Jaya , 80350

Larkin , Johor Bahru

Tel : 010-8860104