

ANIS BINTI MUSA,
No. 26, Jalan Bunga Raya 1,
Taman Paya Rumpit Perdana,
76450 Melaka

24TH MAY 2017

Dear Sir/Madam,

APPLICATION FOR POSITION OF PROJECT COORDINATOR

I am writing to express my interest for any job vacancy position which suitable with my educational and experiences background. I believe that my degree in Bachelor of Science in Property Management can definitely provide the knowledge and skills needed for any suitable position in your company.

2. I have gone through five-month industrial training in real estate as a valuer, and property management at Henry Butcher Malacca during my diploma and another four-month in CH William Talhar and Wong Sdn Bhd during my bachelor. During my internship, I was exposed to many various practical knowledge and managerial skill tasks which are equivalent to my study in Bachelor of Science in Property Management graduate. Beside, I also have a working experience as a Site Supervisor.

3. In addition, I also has attended Professional Courses such as ISO 9001:2008 Quality Management Systems Requirement, Test of English Communication Skill (TECS), How to Manage Your Financial, How to Get Your Self Employed, and Green Card. I also can work individually and in part of a team.

4. Lastly, I believe my educational and experiences background is very suitable for the vacancy offered. I would be delighted if you could grant me for an interview at your convenience. Together with this letter, I attach my resume and I would be delighted if you could grant me for an interview at your convenience. I look forward to discussing the position with you in more details.

Please see my resume for additional information on my experience.

I can be reached anytime via email at anisbintimusa@gmail.com and my cell phone, **+6013-6611755**

Thank you for your consideration.
Yours sincerely,

ANIS BINTI MUSA
University Teknologi Malaysia, (UTM).
Skudai Johor Bahru.

ANIS BINTI MUSA

Address : NO 26, JALAN BUNGA RAYA 1,
TAMAN PAYA RUMPUT PERDANA,
76450 MELAKA.
Mobile number : 013-6611755
E-mail : anisbintimusa@gmail.com
Expected Salary : RM 2700



PERSONAL PARTICULARS

Age : 26 years old
Date of Birth : 19th February 1991
Gender : Female
Hobby : Extreme Activities
Race : Malay

I/C Number : 910219-04-5426
Nationality : Malaysian
Marital Status : Married
Religion : Islam
Health : Excellent

EDUCATIONAL BACKGROUND

Undergraduate Study

Level : Bachelor's Degree
Field of Study : Property Management
University : Universiti Teknologi
Malaysia, (UTM)
Location : Skudai, Johor Bharu
CGPA : 3.70

Undergraduate Study

Level : Diploma
Field of Study : Property Management
University : Universiti Teknologi
Malaysia, (UTM)
Location : Jalan Semarak,
Kuala Lumpur
CGPA : 3.35

Level : Sijil Pelajaran Malaysia
Field of Study : Science
Name of School : Sek. Men. Keb Tinggi
Perempuan
Location : Melaka
Result : 5A 4B

Malaysian University English Test, (MUET)

Band Achieved : 3

CAREER OBJECTIVE

- To work in an organization where I can fulfill my dream.
- To become as a successful Registered Valuer, Property Consultant and Manager.
- To gain experience in handling properties issue and also learn valuation cases which can groom my critical thinking skills and knowledge.

EXPERIENCE HIGHLIGHTS

- | | | |
|-------------------------|---|--|
| 1. Company Name | : | Henry Butcher Malacca. |
| Address | : | No. 323 A & B,
Jalan Melaka Raya,
75000 Melaka, Malaysia |
| Position | : | Internship student |
| Date Joined | : | November 2011 |
| Date Left | : | April 2012 |
| Work Description | : | Valuation and Property Management practice |

- | | | |
|-------------------------|---|---|
| 2. Company Name | : | WTW Kuala Lumpur (Head Office) |
| Address | : | 30-01, 30th Floor
Menara Multi-Purpose @ CapSquare
8 Jalan Munshi Abdullah
P.O. Box 12157
50100 Kuala Lumpur
Wilayah Persekutuan |
| Position | : | Internship student |
| Date Joined | : | February 2014 |
| Date Left | : | June 2014 |
| Work Description | : | Valuation, Research, Property Management

& Agent |

- | | | |
|-------------------------|---|---|
| 3. Company Name | : | Permata Mudi Enterprise. |
| Address | : | No. 19, Jalan CB-2
Taman Cheng Baru,
75250 Melaka, Malaysia |
| Position | : | Site Supervisor |
| Date Joined | : | April 2012 |
| Date Left | : | September 2012 |
| Work Description | : | Make a site survey
Involve meeting with client and staff
Calculate the new stock
Manage staff and monitor staff
Make a tender project |

ADDITIONAL INFO

Personal Strength:

I am a graduate from Universiti Teknologi Malaysia, (UTM) in Bachelor's Degree in Property Management and Master of Asset and Facilities Management interested in any related fields and position. I am reliable, trustworthy, organize and self-motivated person. Able to work on own initiative or as part of a team and can deal with administrative duties completely. I also want to fully optimize my creativity and skill in a progressive and dynamic working environment and also give my full commitment to the company.

University Achievement and activities :

- ✓ Volunteers in "Welfare Service Program Institut Jantung Negara, Kuala Lumpur" by Persatuan Rakan IJN Malaysia, October, 2009.
- ✓ Volunteers in "University Social Responsibility (USR) Tangga Batu, Melaka" by Sekretariat University Social Responsibility UTM KL, Mei, 2011.
- ✓ Joined ISO 9001:2008 Quality Management Requirement System Course, 2013
- ✓ Joined How to Manage Your Financial Course, 2013
- ✓ Joined How to Get Your Self Employed Course, 2013

SKILLS

Language

(Scale used: Excellent, Good, Moderate, Fair, And Weak)

Language	Spoken	Written
Bahasa Malaysia	Excellent	Excellent
English	Moderate	Moderate

Computer

Expert – Microsoft Office (Word, Excel, Power Point)

Intermediate – Microsoft Access, Publisher, SPSS

REFERENCES

- 1. Name** : Sr. Dr. Mohd Nadzri Bin Jaafar
Position : Head of Department, Real Estate Department
Faculty of Geoinformation and Real Estate
Institution : Universiti Teknologi Malaysia (UTM),
Skudai, Johor Bahru.
Mobile : 016-7222574
- 2. Name** : Prof Dr. Abdul Hakim Bin Mohammed
Position : Dean of Faculty, Faculty of Geoinformation and
Real Estate
Institution : Universiti Teknologi Malaysia (UTM) Skudai, Johor Bahru.
Mobile : 019-7704529