

## SITI NURHUDA BINTI MOHD SAIDIN

No.3, Jalan Kantansari 5, Bandar Sungai Buaya, 48010, Rawang, Selangor

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*To obtain a challenging and responsible in Human Resource position  
where I can contribute the best of my skill and effort for the growth  
of the company*



### PERSONAL PARTICULAR

**Date of Birth** 23 February 1994

**Gender** Female

**Nationality** Malaysia

**Race** Malay

**Religion** Muslim

**Marital Status** Single

### ACADEMIC QUALIFICATION

#### *Tertiary*

**Program** Bachelor's of Business Administration (Hons.) Human Resource

**Institution** Universiti Teknologi MARA (UiTM) Pulau Pinang

**Duration** 2014-present

**CGPA** 2.85

**Program** Sijil Tinggi Pelajaran Malaysia (STPM) Sumber Kemanusiaan

**Institution** Sekolah Agama Menengah Tinggi Kuala Kubu Bharu, Selangor

**Duration** 2012-2013

**Level** Pre-university

**CGPA** 2.98

#### *Secondary*

**Institution** Sekolah Agama Menengah Tinggi Kuala Kubu Bharu, Selangor

**Duration** 2007-2011

**Level** SPM (4A's 2B's 3C's 1D)

## WORKING EXPERIENCE

<b>Company</b>	Tadika Cilik Comel Little Caliph, Bukit Beruntung (Rawang, Selangor)
<b>Duration</b>	December 2013 – September 2014
<b>Position</b>	Assistant Teacher
<b>Duties &amp;</b>	<ul style="list-style-type: none"> <li>• Taught students on Islamic subjects</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Managed all the students activities</li> <li>• Prepared meals for students</li> </ul>

## EXTRA-CURRICULAR & COMMUNITY ENGAGEMENT

### 2016

20/9 - 23/9	Karnival Sukan Mahasiswa (KARiSMA), Tenpin Bowling ( <i>as a player</i> )
24/5	Mock Training
13/5 - 15/5	<b>ENACTUS</b> : Globalize Entrepreneur Pangkor ( <i>committee member</i> )
6/5 - 8/5	<b>HEP UiTM</b> : Modul Kepimpinan Ikon Sem ( <i>as a participant</i> )
29/4 - 1/5	Tasik Beris Challenges ( <i>as a participant</i> )
23/4	<b>ENACTUS</b> : Member Day's ( <i>committee member</i> )
20/4	<b>Unit Kauseling UiTM</b> : “CEO Coffe Talk” Program ( <i>as a participant</i> )
15/4 - 17/4	<b>Jabatan Penerangan Malaysia</b> : Pewaris Muda (peringkat negeri Pulau Pinang) ( <i>as a participant</i> )
8/4 - 11/4	<b>OPKIM</b> : Pasir Salak, Perak ( <i>as a participant</i> )
24/3 - 28/3	<b>OPKIM</b> : Besut, Terengganu ( <i>as a participant</i> )

### 2015

5/12 - 6/12	<b>KOSPEN</b> : Kem Juara-Juara: Gaya Hidup Sihat ( <i>committee member &amp; facilitator</i> )
4/12	<b>UiTM</b> : Program Financial Management for Young Graduates ( <i>as a participant</i> )
27/11	<b>JASA &amp; FBM</b> : “Wacana Pendekatan Wasatiyyah” Program ( <i>as a participant</i> )
5/11	<b>ICU &amp; JASA</b> : Program Capacity Building ( <i>facilitator</i> )
	Karnival Sukan Mahasiswa (KARiSMA), Tenpin Bowling ( <i>as a player</i> )

### 2014

12/12 – 13/12	<b>KPM &amp; ANGKASA</b> : Seminar Pengurusan Koperasi Siswa di IPT 2014 ( <i>as a participant</i> )
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## SKILLS & STRENGTHS

<b>Computer</b>	<i>Microsoft Office Tools:</i>
	<ul style="list-style-type: none"> <li>• Excellent in using Microsoft Office</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent in using Microsoft Word</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent in using Microsoft Excel</li> </ul>
	<ul style="list-style-type: none"> <li>• Excellent in using Microsoft Powerpoint</li> </ul>
	<i>Multimedia Design:</i>
	<ul style="list-style-type: none"> <li>• Know how to Paint Design</li> </ul>
	<ul style="list-style-type: none"> <li>• Expert in using Photoscape</li> </ul>
<b>Language Proficiency</b>	<i>Malay:</i> Native Language
	<i>English:</i> Competent (Speaking, Reading, Writing)
	<i>Mandarin:</i> Basic Learning Only
<b>Interpersonal</b>	<ul style="list-style-type: none"> <li>• Able to work in a group and individually</li> </ul>
	<ul style="list-style-type: none"> <li>• Eager to learn a new things</li> </ul>
	<ul style="list-style-type: none"> <li>• Independent, responsible, helpful, friendly, tolerant and hardworking person</li> </ul>
	<ul style="list-style-type: none"> <li>• Able to interact with all levels of people</li> </ul>
	<ul style="list-style-type: none"> <li>• Possesses a lot of knowledge in terms of communication skills</li> </ul>

## REFERENCES

<b>Name</b>	Pn. Shaira Binti Ismail
<b>Position</b>	Senior Lecturer
<b>Contact</b>	013-4455669
<b>E-mail</b>	Sheeraz_tz@yahoo.com