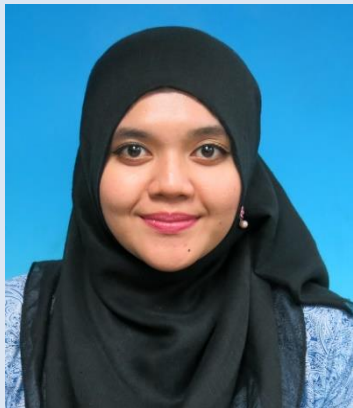


FATIAH NAJWA BINTI NOR ANUAR

Bachelor of Business Administration (Hons.) Operation Management



018-2260 844



fatiahnajwa2910@gmail.com



No 29 Jalan Anggerik 5D/4
Seksyen 7 Bukit Sentosa 2
48300 Rawang Selangor.

Versatile team player eager to contribute a strong operation management and administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance

Date of Birth: 29 October 1994

Nationality: Malaysian

Marital Status: Single

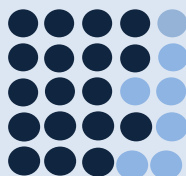
Age: 23

Ready for Internship:

6 February 2017-27 May 2017

SKILLS

Microsoft Word
Microsoft Power Point
Microsoft Excel
Malay
English



PERSONAL SKILLS

- High motivation to work, do not give up easily and cooperate well in a team and hardworking
- Fast typing and able to work under pressure

OTHERS KNOWLEDGE

OSHA, Service Operation Management, Quality Management, Procurement, Production Planning and Control



EDUCATION

- 2015-current **UITM KAMPUS PUNCAK ALAM**
Bachelor of Business Administration (Hons.)
Operations Management
CGPA: 2.91
- 2012-2015 **KOLEJ POLY-TECH MARA BANGI**
Diploma in Business Management UITM
CGPA: 2.89
- 2010-2011 **SEKOLAH MENENGAH KEBANGSAAN BUKIT SENTOSA 2**
Sijil Pelajaran Malaysia
2A 6B 1C
- 2007-2009 **SEKOLAH MENENGAH KEBANGSAAN BUKIT SENTOSA 2**
Penilaian Menengah Rendah
4B 3C 1D



EXTRA CURRICULAR ACTIVITIES

Leadership, teamwork and management

- Treasurer for program CSR “Jalinan Marwadah membina diri” (Sept-Jan) (2015)
- Bureau of food beverage for program Seminar “Franchising reduce failure in a business-myth or truth”
- Participant for Invention Innovation and Design Competition (2016)
- Volunteer for PC Fair (2016)
- Participant for BIZWAR “Kejohanan Piala Dekan” (Futsal) (March-July) (2016)
- Participant for BIZSQUAD “Kejohanan Piala Dekan” (Handball) (Sept-Jan) (2016)
- Participant for 2016 Penang Sustainability Industrial Trip Beyond the Blackboard.
- **Green Card Holder** LLT0-CONSTRUCTION TRAINEE/STUDENT

Sports and outdoor activities

Others achievement

REFERENCES

Norina binti Ahmad Jamil

Lecturer of Operation Management

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DR. Veera Pandiyan K.S

Lecturer of UITM KAMPUS PUNCAK ALAM

Contact No: 012-2313979

Email: veera692@puncakalam.edu.my