

## **RESUME**



**SITI NABILAH BINTI IRWAN HELMI JAME**

1194 Jalan Mawar 2,  
Taman Permint Jaya,  
Chendering,  
21080 Kuala Terengganu

H/Phone : 013 – 9307231 / 013 – 3251388

E - Mail : nabilahjame@gmail.com

### **OBJECTIVE**

**To Apply as  
ADMINISTRATIVE ASSISTANT (N17)  
AND  
ANY RELATED WORK with my Experience**

### **PERSONAL DETAILS**

<b>Age</b>	: 28 years old
<b>Date of Birth</b>	: 13 <sup>th</sup> July 1988
<b>Gender</b>	: Female
<b>I/C No</b>	: 880713 – 11 – 5202
<b>Ethnic</b>	: Malay
<b>Religion</b>	: Muslim
<b>Nationality</b>	: Malaysian

## EDUCATION BACKGROUND

### Highest Education

- 1)
- |                  |   |   |
|------------------|---|---|
| Level            | : | Certificate                                 |
| Field of Studied | : | Civil Engineering                           |
| Major            | : | Building Construction                       |
| Result           | : | Pass  |
| Located          | : | Institut Kemahiran Belia Negara Wakaf Tapai |
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- 2)
- |         |   |  |
|---------|---|--|
| Level   | : | Sijil Pelajaran Malaysia (SPM)                       |
| Located | : | Sekolah Menengah Kebangsaan Bandar, Kuala Terengganu |
| Year    | : | 2004 - 2005  |
- 
- 3)
- |         |   |  |
|---------|---|--|
| Level   | : | Sijil Sekolah Rendah (PMR)                           |
| Located | : | Sekolah Menengah Kebangsaan Bandar, Kuala Terengganu |
| Year    | : | 2001 - 2003  |

## LANGUAGE

<u>Language</u>	<u>Spoken</u>	<u>Written</u>
Bahasa Malaysia	Fluent	Excellent
English	Moderate	Moderate
Indonesia	Moderate	Moderate

## COMPUTER'S SKILL

Microsoft Word	Good
Microsoft Excel	Good

## WORK EXPERIENCE

1)

14<sup>th</sup> August 2015 – Present : Sendayan Network Resources Sdn Bhd

Position : Administrative Assistant (N17)

2)

18<sup>th</sup> October 2010 – 03<sup>rd</sup> June 2013 : Kumpulan SF Powertech Sdn Bhd

Position : Assistant Supervisor (MASKargo Warehouse)

3)

03<sup>rd</sup> Nov 2009 – 14<sup>th</sup> October 2010 : Kumpulan SF Powertech Sdn Bhd

Position : Customer Service Assistant at KLIA1 (C.S.A)

4)

02<sup>nd</sup> Aug 2008 – 19<sup>th</sup> May 2009 : Indah Sari Otomobil Sdn Bhd

Position : Clerk

## SKILL / STRENGTHS

- Driving license (B2) and my own transport
- Can work under pressure
- Can work together and be tolerant to all parties
- Willing to located / travel
- Willing to learn new work / beginning
- Familiar with Cargo / MTB area
- Good communication and problem solving skills
- Fast Learner & Able to learn the new things

**Notice Period : After 2 Weeks to 1 month resign notice (Nego)**

**Current Salary : RM 1,300.00**

**Expected Salary : RM 2,500.00**

### References:-

Mazli Bin Hj Abd Malik  
Kumpulan SF Powertech Sdn Bhd  
MASKargo KLIA (2010-2013)  
013 – 69442222 / 011 – 18710995

Hj Ruhatan Bin Hj Yahya  
Sendayan Network Resources Sdn. Bhd  
019 – 9868886 / 09 – 5583202