



## Personal Particular

**Name** : Siti Zulaikha Azwa Binti Mohd Hanafe

**Address** : No.10, Jalan BSE 4/21  
Bandar Seri Ehsan  
42700 Banting  
Selangor

**Mobile phone number** : 011-3256 5034

**E-mail** : [zulaikhanafe96@gmail.com](mailto:zulaikhanafe96@gmail.com)

**National ID** : 960629-06-5142

**Age** : 20years old

**Gender** : Female

**Date of birth** : 29<sup>st</sup> June 1996

**Place of birth** : Tanjung Gemok, Pahang

**Health** : Excellent

**Nationality** : Malaysian

**Religion** : Islam

**Marital status** : Single

**Height/Weight** : 170 CM/62KG

**Language** : Malay, English

**Interest** : Administration, Clerical, Human Resource

## Career Objectives

- To be successful in an environment of growth and excellence and earn a job which offers me job satisfaction and self-development and help me achieve personal as well as organization goals.
- To hunt for challenging assignment and responsibility, with an opportunity for growth and career expansion as successful accomplishments.
- To be a professional and to utilize my skill and knowledge to satisfy the requirement of the organization in administration and/or human resources.
- To be an intelligent learner and the best performer in the organization.
- To excel in my field through hard work, skills and perseverance

## Personal Qualities

- Integrity
- Hardworking
- Organized
- Trustworthy
- Good communication skills
- Positive attitude

## Key Skills

- Advanced skill in the Microsoft Office (Words, Excel, Publisher, PowerPoint, and Access).

## Education

|           |  |
|-----------|--|
| 2014-2017 | College MCS, Banting, Selangor   |
| (Current) | Diploma in Office Administration<br>Current CGPA: 3.42                         |
| 2007-2008 | Sekolah Menengah Kebangsaan Bukit Changgang<br>Sijil Pelajaran Malaysia (SPM)  |
| 2004-2006 | Sekolah Menengah Kebangsaan Bukit Changgang<br>Penilaian Menengah Rendah (PMR) |
| 1997-2003 | Sekolah Kebangsaan Rancangan Tanah Belia<br>Ujian Penilaian Sekolah Rendah     |

## Work Experiences

### **Café Barbara**

Temporary Work

#### Duties:

- Ensure clean plates and bowls
- Wrap food for customers
- Cleaning the Cafe Barbara
- Serve customers