

FAIZAH BINTI MOHD RAZIF



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JOB OBJECTIVES

To absorb and exchange as much knowledge and experience I could gain not only for my carrier enrichment and my self-development but also to be able to contribute for the company success.

PERSONAL INFORMATIONS

IDENTIFICATION NO	: 930116-02-5180	AGE	: 24 years old
GENDER	: Female	DATEOFBIRTH	: 16/01/1993
NATIONALITY	: Malaysia	PLACEOFBIRTH	: Kedah
RELIGION	: Islam	DRIVINGLICENSE	: B2, D
RACE	: Malay		
MARITIAL STATUS	: Married		

EDUCATIONAL BACKGROUND

2014–2016	Bachelor of Office System Management (Hons.) <i>Universiti Teknologi Mara, CGPA: 3.05</i>
2011 –2014	Diploma of Office Management and Technology <i>Universiti Teknologi Mara, CGPA : 3.03</i>
2009–2010	Sijil Pelajaran Malaysia(SPM) <i>Sekolah Menengah Kebangsaan Darulaman</i>
2006–2008	Penilaian Menengah Rendah(PMR) <i>Sekolah Menengah Kebangsaan Darulaman</i>
2000–2005	UPSR <i>Sekolah Kebangsaan Tunku Abdul Halim</i>

WORKING EXPERIENCE

2016	Clerk (replace staff maternity) <i>Edgenta Mediserve Sdn. Bhd.</i>
2016	Internship <i>Pejabat Setiausaha Kerajaan Negeri Kedah</i>
2011	Salegirl <i>Pacific Alor Setar, Kedah</i>
2010	Salegirl <i>City Plaza Alor Setar, Kedah</i>

SKILLS

LANGUAGES:

MALAY : Well written and spoken

ENGLISH : Well written and spoken

COMPUTER AND ICT:

- Good Typing Skill
- Microsoft Office
- Microsoft Power Point
- Microsoft Excel
- Microsoft Access
- Microsoft Publisher
- Database Systems
- Statistical Package for the Social Sciences(SPSS)

ACTIVITIES/TRAINING/WORKSHOP

- Participated Industrial Training Program at Pejabat Setiausaha Kerajaan Negeri Kedah, 2016
- Participated Universiti Teknologi Mara (UiTM) in 'Sejarah Kesultanan Melayu Kelantan', 2015
- Represented as 'Fasilitator Motivasi Pelajar' at Sekolah Kebangsaan Machang 2, Kelantan, 2015
- Committee Member Universiti Teknologi Mara (UiTM) in 'Play Smart' Event, 2015
- Participated Universiti Teknologi Mara (UiTM) in 'A Secret Recipe For A Successful Entrepreneur', 2014
- Represented Universiti Teknologi Mara (UiTM) in Language Fallacy Poster Competition Language Fest, 2014
- Represented Universiti Teknologi Mara (UiTM) in 'Pertandingan kaligrafi, drama dan Biah Arabiyyah', 2013
- Participated Universiti Teknologi Mara (UiTM) in 'Di Penghujung Syawal', 2013
- Represented Universiti Teknologi Mara (UiTM) in Ulul Albab Debate Competition, 2012
- Participated Universiti Teknologi Mara (UiTM) in Al-Quran Academy Class, 2011-2012
- Committee Member Universiti Teknologi Mara (UiTM) in Information Socialite Student's Association, 2011-2012
- Participated in 'Pertandingan Kuiz Program Perlancongan Pelajar Peringkat Negeri Kedah', 2009
- Participated in 'Seminar Pembangunan Industri Halal Nasional Peringkat Negeri Kedah', 2009
- Participated in 'Kem Kecemerlangan Keusahawanan Kendiri Program Usahawan Muda Peringkat Negeri Kedah', 2009
- Represented in 'Kejohanan Bola Jaring MSSD Kota Setar Bawah 18', 2009
- Committee Member 'Program Usahawan Muda Peringkat Negeri Kedah', 2007-2008
- Participated in 'Persembahan Majlis Perasmian dan Penutup Sukma XI – Kedah 2006'
- Prefect, Sek. Men. Keb. Darulaman, 2010
- Represented as AJK Redaksi Majalah Sekolah 2010

FINAL YEAR PROJECT

Thesis : Relationship between Leadership Powers toward Job Performance
Major : Office System Management
Scope : Office System Management

EXPECTED SALARY : RM2000.00 – RM3000.00
AVAILABILITY : Anytime

REFERENCES

1. **Name** : Suresh Prakasam
Position : Regional Head of Housekeeping
Address : UEM Edgenta Mediserve Sdn. Bhd.
222 Jalan Shahab 4, Jalan Sultanah Sambungan,
05150 Alor Setar, Kedah.
Email : suresh@uemedgenta.uemnet.com
No. Tel : 019-5723564

2. **Name** : Wan Nor Hazimah Binti Wan Azib
Position : Lecturer
Address : Universiti Teknologi Mara (UiTM), Bukit Ilmu,
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