**Curriculum Vitae**

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| **PERSONAL INFORMATION** | |
| Name | **ATIFA FAIZA BINTI OTHMAN** |
| Address | 10, Jalan 2/1G, Mutiara Bangi, Bandar Baru Bangi, 43650, Selangor |
| NIRC | 930121-14-5072 |
| Age | 22 years old |
| Nationality | Malaysian |
| Phone | 019-3216793 |
| Email | [tyfaiza@gmail.com](mailto:tyfaiza@gmail.com) |
| Duration | 3 Months (from 14th March 2016 to 17th June 2016) |

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| **EDUCATION BACKGROUND** | |
| 2010 – present | **Multimedia University, Cyberjaya**  Bachelor of Business Administration (BBA) (Honours) Management with Multimedia  CGPA: **2.75**  Foundation in Management  CGPA: PASS |
| 2006 –2010 | **Sekolah Menengah Kebangsaan Jalan Empat, Bdr. Baru Bangi, Selangor**  SijilPelajaran Malaysia 2010 (SPM): **3A , 1A- , 1B+, 1C, 3D (4A1B3D1C)**  **Sekolah Menengah Kebangsaan Jalan Empat, Bdr. Baru Bangi, Selangor**  PenilaianMenengahRendah 2008 (PMR): **6A** |

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| **CORE COMPETENCES** | |
| Language skills | * Malay (Writing: 10, Speaking:10) * English (Writing: 9, Speaking: 9) * French (Writing: 3, Speaking: 4) * MUET Band 4 |
| Technical skills | * Photostatting and printing * Photo/Video Editing * Documentation * Filling |
| Computer skills | ***Applications****:* Microsoft Office (Word, Excel and PowerPoint),Microsoft Visual Basic*,* Microsoft Access  ***OS:*** Microsoft Windows |
| Managerial skills | * Strong analytical and problem solving skills * Systematic and highly detail oriented |

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| **EXTRA CURRICULAR** | |
| Multimedia University (MMU)  2011– present | * CAC Orientation Night (2010) * SRC Election (2013) * High Committee Member, Show Choir Club (2013-2014) * Vice President, Show Choir Club (2014-2015) |
| **CAREER OBJECTIVES** | |
| Objectives | * To seek a position that will allow me to grow professionally, technically, and financially, while being able to utilize my strong organizational and educational skills. * To fully maximized my capability and gain knowledge in management field. |

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| **REFERENCES** |
| **Professor Dr. Sreenivasan Jayashree**  Associate Professor  Industrial Training Programme Coordinator BBA (Hons) Management with Multimedia,  Faculty of Management  Multimedia University,  Persiaran Multimedia,  63100 Cyberjaya, Selangor.  Tel : +60383125821  Email: jayashree@mmu.edu.my |