



SITI KHADIJAH MUHAMMAD

28 , JALAN USJ 4/1K ,
USJ 4 ,
47600 SUBANG JAYA ,
SELANGOR .

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E-mail : deemuhammadwork@gmail.com

PERSONAL PARTICULARS

Age	: 24 Years Old	Gender	: Female
Nationality	: Malaysia	IC No.	: 980805-11-5478
Marital Status	: Married	Religion	: Islam
Permanent Residence	: Malaysia	Weight	: 40kg
Place of Birth	: Terengganu	Height	: 165cm
Date of Birth	: 05 August 1998		

EDUCATIONAL BACKGROUND & QUALIFICATION

2015	: SEKOLAH MENENGAH KEBANGSAAN BUKIT BESAR , KUALA TERENGGANU , TERENGGANU . - Sijil Pelajaran Malaysia (SPM)
2013	: SEKOLAH MENENGAH KEBANGSAAN PADANG MIDIN , KUALA TERENGGANU , TERENGGANU . - Penilaian Menengah Rendah (PMR)
2010	: SEKOLAH KEBANGSAAN PADANG MIDIN , KUALA TERENGGANU , TERENGGANU . - Ujian Penilaian Sekolah Rendah (UPSR)

COMPUTER SKILLS

Microsoft Office (Basic)

INTERPERSONAL SKILLS

1. Able to work hard.
2. Ability to work independent or in a group.
3. Self-reliance, hardworking and resourceful.
4. Willing to work for long hours and moderate travelling.
5. Willing to learn from below.
6. Love to learn something new.
7. Intermediary Language :
 - i. Malay Language (Speaking and Writing)
 - ii. English Language (Speaking and Writing)

INTEREST AND ACTIVITY

READING , EXTREME SPORT , COOKING AND WALKING .

EXTRACURRICULAR ACTIVITIES

I have been actively involved to join activities or program organized by society in school to improve my skills in term of self-reliance, independent, leadership, teamwork and communication skills.

CLUB / SOCIETY	POSITION	ACHIEVEMENT
Brass Band	Trumpeter	State
Kadet Polis	Member	State
English Club	Member	State / International
Prefect	Member	School

WORK EXPERIENCE

- 1 Company Name** : Giant Hypermarket Kuala Terengganu
Position : Cashier
Date Joined : December 2015
Date Left : April 2016
- 2 Company Name** : Topshelf Trading
Position : Accountant Assistant
Date Joined : July 2018
Date Left : March 2019
- 3 Company Name** : Aegis BPO Malaysia Sdn Bhd
Position : Executive-Customer Service
Date Joined : August 2019
Date Left : September 2019

4 Company name : Qursani Connexion
Position : Admin Executive cum Personal Assistant
Date Joined : September 2020
Date Left : October 2021

MISCELLANEOUS

I really look forward for a job. I don't mind to work from below and I am an hardworking person and love to learn something new.

REFERENCES

- 1 Name** : Yuszairina Bt Yusof
Position : HR
Company Name : Giant Hypermarket Kuala Terengganu ,
Jalan Padang Hiliran ,
21100 Kuala Terengganu ,
Terengganu .
Mobile : +6018 9004 420
- 2 Name** : Vun Lin Nah
Position : CEO
Company Name : Topshelf Trading
B-1-10, Tower B, Zenith Corporate Park,
Jalan SS7/26, Kelana Jaya,
47301 Petaling Jaya,
Selangor.
Mobile : +6012 3287 333
- 3 Name** : Ms. Atika
Position : Trainer
Company Name : Aegis BPO Malaysia Sdn Bhd
Symphony House,
Pusat Dagangan Dana 1,
Jalan PJU 1A/46
47301 Petaling Jaya,
Selangor.
Mobile : +6011 3916 5193