



## WAN HARYANA BINTI WAN KAMARUDIN

### PERSONAL PARTICULARS

I.C No.	:	850508-01-6320
Address	:	Unit T2-15-15 Lakefront Homes, Persiaran Sepang, Cyber 11, 63000 Cyberjaya Selangor
Contact No.	:	010 -2219485 (HP)
Date of Birth	:	8 May 1985
Place of Birth	:	Muar, Johor
Height/Weight	:	165cm/72kg
Marital status	:	Single
Gender	:	Female
Language	:	Bahasa Malaysia and English (Oral & Written)
Siblings	:	3 <sup>rd</sup> from five siblings
Email Address	:	wanharyana85@gmail.com
Expected Salary:	:	RM18,000-RM20,000 (NEGO)

## EDUCATIONAL BACKGROUND

<b>University Level</b>	:	Bachelor of Business Administration, International Islamic University of Malaysia; Majoring in Finance (IIUM/UIAM)
<b>Year</b>	:	2009
<b>Matriculation Level</b>	:	Matriculation Centre of IIUM, Certified in Economics and Management Sciences
<b>Year</b>	:	2005
<b>SPM</b>	:	Sek. Men. Keb. (P) Sultan Abu Bakar, Muar, Johor
<b>Year</b>	:	2001-2002

## PERSONAL TRAITS

Personal Traits: I have a very high enthusiasm to explore, accept changes and new challenges, self-motivated and punctual. I can perform well individually or in group and highly responsible towards assigned task. I am also possessed a good interpersonal skill together with extrovert characteristic, hardworking, self-reliance, resourceful and open-minded person. I do have an experience in handling projects to acquire people and business skills, and project management skills. My competency in management skill has been proven during my role as an Area Manager, Senior Area Manager and Operation Manager at Secret Recipe Cakes & Café Sdn. Bhd and during my transition as Senior Operation Manager at CHAGEE (M) Sdn. Bhd. Which has led to my promotion as Director of Operation during my in only less than 6 months service period.

## RELATED SUBJECTS

- Corporate Finance
- Investment Analysis
- Financial Management 1 & 2
- Islamic Banking and Finance
- Bank Management
- Operation Management
- Marketing Research
- Principle of Marketing
- Promotion Management
- Retail Management
- Strategic Management
- Decision Science
- Human Resource Management
- Organizational Behavior

## EXTRA CURRICULAR ACTIVITIES

### **University Level:**

- Take part in Intervarsity Case Challenge 2008 organized by Citibank Malaysia (2008).
- Take part in IIUM Open Tennis Tournament (2008)
- Take part in Engineering Sport Carnival organized by IIUM Engineering Student Society (2006)
- Appointed as Committee of Publicity and Promotions in the GET THAT JOB programmed, organized by Information & Multimedia Secretariat, Economics and Management Sciences Society. (2006)

### **Matriculation Level:**

- Participated in the Language Awareness Campaign 2003/2004 organized by The English Language Department, Matriculation Centre of II

### **Secondary School Level:**

- Participated in Karnival bahasa Melayu Sekolah Sekolah Negeri Johor (2002)
- Participated in Pesta Pantun Peringkat Sekolah-Sekolah Menengah Daerah Muar (2002)
- Participated in Pertandingan Pidato Peringkat Daerah Muar
- Participated in Pertandingan Forum, Pantun dan Perbahasan organized by SMK (P) Sultan Abu Bakar, Muar (2001)
- Participated in Pertandingan Forum Remaja Peringkat Daerah Muar (2001)
- Participated in Pesta Pantun Peringkat Sekolah Sekolah Menengah Daerah Muar (2001)
- Participated in Pertandingan Forum, Pantun dan Perbahasan organized by SMK (P) Sultan Abu Bakar, Muar (2001)

## WORKING EXPERIENCE

- Promoted to Head of Operation at CHAGEE (M) Sdn. Bhd. (March 2024 – Presence)
- In charge of Nationwide Outlet's Operation Department, Training Department, Project Team Department, Design ID Department, Operation Support Department and Store Development Department (Opening Team)
- Supported Role : HALAL Committee Chairman for Chagee (M) Sdn. Bhd & HACCP Team Lead
- Senior Operation Manager at CHAGEE (M) Sdn. Bhd. (Sept 2023 – Feb 2024)
- Operations Manager for Secret Recipe Cakes & Café Sdn. Bhd (March 2022 – August 2023)
- Senior Area Manager for Secret Recipe Cakes & Café Sdn. Bhd (2018 – Feb 2022)
- Area Manager for Secret Recipe Cakes & Café Sdn. Bhd (2013 – 2018)

### **Business Manager for Secret Recipe Cakes & Café Sdn. Bhd. (JULY 2009 – 2013)**

- Management Trainee for Secret Recipe Cakes & Café Sdn. Bhd. (Nov 2009)
- Internship: Finance Department, Maju Holdings Sdn. Bhd.

## ADDITIONAL SKILLS

Computer Skill- Microsoft Office ( Word,PowerPoint, Excel), internet basic, HTML & XML.  
I have a certificate on programming Dicsovery from Cosmopoint College in 2003.  
Public Speaking and Presentation skill.

## REFERENCES

For further inquiries, please contact:

*Patrick Chan Wei Peng*  
Senior Operation Support Manager  
Operations Support Department  
CHAGEE (M) Sdn. Bhd.  
HP : 016-4111459  
[www.chagee.com.my](http://www.chagee.com.my)



