

WORKING EXPERIENCE

Prime Chem Sdn Bhd	Operator	Production Department	2012
Prime Chem Sdn Bhd	Clerk	Operation Department	2013

SKILLS

LANGUAGE :

1. Malay : Well spoken and well written
2. English : Well spoken and well written

COMPUTER PROGRAM :

1. Microsoft Office Tools
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point
 - Microsoft Outlook
2. Other
 - UBS Computerised Accounting
 - Indirect Material Movement

LEADERSHIP, TEAMWORK AND MANAGEMENT

- Able to work in group and individual environment
- Eager to learn new things
- Computer literate
- Independent, responsible, helpful, friendly, tolerant and hardworking person
- Always be punctual
- Possesses a lot of knowledge in term of communication skills

REFERENCES

NAME	ADDRESS	RELATIONSHIP	NO. TELEPHONE
Mimi Suriani binti Mat Daud	Univerisiti Kuala Lumpur, Malaysian Institute Of Industrial Technology, Jalan Persiaran Ilmu, Bandar Seri Alam, 81750, Johor	Lecturer and Academic Advisor Industrial Logistics Section	07-3812400
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