

# RESUME

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## 1. PERSONAL PARTICULAR

Name : XYZ  
Gender : Female  
Age : Y years old  
Marital status : Single  
Nationality : Malaysian  
Date/ Place of birth : 25<sup>th</sup> December 1990, Penang.  
E-mail : abcd @yahoo.com.  
Telephone No : 04 – 87878787  
Hand phone No : 012 – 1111112  
Address : 25 Templar Road , Penang.

## 2. CAREER OBJECTIVE

To provide continuous improvement through elimination of waste, enhance quality and maximize profitability.

## 3. WORKING EXPERIENCE

### i. Industrial Training at XYZ Sdn. Bhd. (April 2009 to July 2009).

Write down all Industrial Training projects and activities.

### ii. Temporary Finance Assistant at ASST (Penang) Sdn. Bhd.( Oct -Dec 2007)

Describe what has been done here

### iii. Temporary Teacher in XYZ Boy School (March - June 2006)

Describe what did you do here

### iv. Sales Assistant at Polo Lifestyles (Jan– June 2003)

Describe What did you do here

## 4. LANGUAGE PROFICIENCY (Written and Spoken)

English, Malay, Mandarin, Japanese, German, Spanish.

## 5. DIALECTS SPOKEN

Hokkien, Cantonese, Hainan., Tagalog

## 6. ACADEMIC QUALIFICATIONS

Awaiting results for BSc. XXYY and Minor in Management , Universiti Sains Malaysia (Yr 2008 - 2010 )

Achieved CGPA: 3.96 / 4.00. Dean List for 5 consecutive semesters.

4 principles: 3A, 1 B's STPM at XYZ High School Penang in 2007  
Malaysian University English Test (MUET) : Band 5

## **7. COURSES UNDERTAKEN FOR INDUSTRIAL APPLICATIONS**

Quality Control; Design and Analysis of Experiment; Applied Statistics Methods; Multivariate Analysis; Time Series; Statistical Inferences, Programming for Scientific Applications; Operations Research; Management; Organization Behavior; Marketing and Accountancy and Finance

## **8. EXTRACURRICULAR ACTIVITIES**

Secretary of Mathematics Society at XYZ High School  
Active Member of Geographical Society at Union High School

## **9. SOFTWARE KNOWLEDGE**

Programming and applications: Borland C++, Minitab, QS Stats ,  
Operating Systems: Ms Excel, Ms Word, Ms Powerpoint, Ms Access, Ms Outlook.

## **10. REFEREES**

- 1) Mr. James Collin  
XYZ Sdn Bhd  
Finance Director  
Tel: 04-1234567  
E-mail: JC @yahoo.com
  
- 2) Assistant Manager C K Yu  
Starbuck Coffee  
Tel: 04-11223344  
E-mail: yu @yahoo.com