

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 : 25th 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