

Suci Rahayu Binti Syamsudin
Kampung Pak Sik, Keruak, 22010 Jerteh, Terengganu.
017 905 7118
Sucirahayu605@yahoo.com

PERSONAL DETAILS

NRIC No : 980118115310
Date of Birth : 18 January 1998
Age : 23
Gender : Woman
Marital Status : Single
Place of Birth : Hospital Besut
Nationality : Malaysia

CAREER OBJECTIVES

An adaptable, enthusiastic graduate seeking a position that not only fosters of good relations between customer and company through excellent social abilities, but also a conducive working environment to further sharpen various other communication skills. Strengths include tact and effectiveness in dealing with people, public speaking, fluency in three languages and an interest in working and socialising with others from various backgrounds.

EDUCATION HISTORY

School Name	Dates Attended	Grades
1. SK Keruak	2004-2010	UPSR
2. SMK Bukit Payung Besut.	2011-2017 Form 1-6	PMR SPM STPM
3. Universiti Sains Malaysia	September 2018	Undergraduate

VOLUNTEER/WORK EXPERIENCE

Description	Salary (RM)	Skills Learnt
School Librarian at SK Keruak (2004 – 2010)	-	<ul style="list-style-type: none">● Leadership, organisational skills● Communicating between students, teachers and academic staff● Punctuality
Librarian Multimedia Expert at SMK Bukit Jambul (2013-2015, committee member since 2013)	-	<ul style="list-style-type: none">● Computer-related skills (Microsoft Word/Excel/PowerPoint)● Create Annual Library Bulletin.● Report writing and filing● Managing activities with committee members● Communication skills
A Canteen Worker at Primary School at Johor (2016).	600	<ul style="list-style-type: none">● Punctuality● Cooking● Communication skills● Learn society● Customer service and communication skills● Product labelling●
Factory Worker(Operator) at VS Electronic company at Senai Johor.	1,500	<ul style="list-style-type: none">● Learn Foreign Languages● Teamwork● Punctual● Electronic Product Labelling● Shelving, product placement

AWARDS/ACHIEVEMENTS

Award Received	Year Awarded
1. Coral Speaking	2012
2. Best Student of Leadership Camp	2013

LANGUAGE PROFICIENCY

(Scale reference: 1 = basic, 4 = fluent)

Language	Proficiency Level		
	Speaking	Reading	Writing
English	4	4	4
Malay	4	4	4
Japanese	4	3	3
Spanish	1	1	1

REFERENCES

1. [ACADEMIC REFERENCES]

NAME : University Sains Malaysia
ADDRESS : University Sains Malaysia, 11800, Gelugor Pulau Pinang.
INSTITUTION : IPTA
OCCUPATION/POST : Student
CONTACT NUMBER : +604-653 3888

2. [WORK EXPERIENCE REFERENCES]

NAME : VS Electronic
ADDRESS : Senai Johor
INSTITUTION : Swasta
OCCUPATION/POST : Operator
CONTACT NUMBER : 07-597 3199