**Education**

**2020**

Bachelor’s in Business Studies, Smith University.

**4.00 CGPA**

**2017**

Diploma in Business Studies, Smith University.

**4.00 CGPA**

**2014**

SMK Seksyen 7, Shah Alam

**6A 2B 1C**

**Achievements**

**2020**

**Project Lead, Car Boot Sale**

Led a team of 10 to coordinate Car Boot Sate. Purpose of this event is to raise money for a charity

**2019**

**Intra Uni Debate, National Level**

Part of Debate Team representing Smith University. Won 1st Place in National Intra Uni Championship.

**2018**

**Captain, Netball State Championship**

Acted as Captain for net ball team Smith University and placed 2nd in State Championship 2018

Communication

Leadership

Team

Work

Project

Management

Creative

Thinking

No 00, Jalan 00, section 7, Kuala Lumpur

Dania Julia Roberts

010 000 0000

amira.zainal@email.com

*“An energetic, happy go lucky, easy to get going fresh graduate with vast knowledge in Business Administration. My goal in the workplace is to learn as much as possible and actioning each task creatively using available tools and resources.”*

**Experience**

**2020**

**Trainee, Human Resources, Bumi Maju Sdn Bhd**

Prepared onboarding form, write up onboarding plans, prepare training plan, and assisted in printing training material, supported in classroom arrangement

**2019**

**Internship, Human Resources, Bina Maju Sdn Bhd**

Assisted in onboarding write up and planning. Supported operations in training & development, Talent Acquisition and Payroll.

**Skills**

Design

HTML

Survey Monkey

Adobe Photoshop

Adobe Illustrator

Microsoft Office

**Languages**

**Amira Bt**

**Zainal**

Human Resource Executive