



IFFAH SYAFIAH BINTI MOHD ILHAM

Pagoh, Johor | 019-6264038 |
syafiahiffah8@gmail.com

OBJECTIVES

A dedicated fresh graduate in Defence and Security Management seeking for a new role. Enthusiastic figure in acquire new skills and looking forward for a new experience to wide up my mind and knowledge to enhance my life progress.

WORK EXPERIENCE

Daily Fresh, RnR Pagoh South (RSA) | FnB Attendant

Oct 2023-June 2024

Responsibilities:

- Assisted with food preparation such as waffle, corn and beverages by following recipes, handling ingredients, and supporting kitchen staff in preparing dishes to meet quality and quantity standards.
- Supported in the calculation of costs by assisting with inventory management, and tracking expenses, contributing to accurate pricing and budgeting.
- Assisted with the operational tasks of the restaurant by performing duties such as cleaning, organizing supplies, and assisting with customer service as needed, ensuring smooth and efficient daily operations.

Jurukur Tanahmas Sdn Bhd, Muar | Acc Assistant (Internship)

Mar 2023-Aug 2023

Responsibilities:

- Issuing a 'Job Confirmation Letter' after customer confirms the quotation
- Updating customer payment details
- Managing the process of issuing invoices and receipts to customer
- Assist in preparing monthly allowance for interns to ensure that the organisation's payroll is processed accurately and on time
- Involved with HR Department in recruitment cycle, executing employee engagement and support in physical events.

Gerai 11 (FnB Shop), RnR Pagoh South (RSA) | Cashier

Feb 2019-May 2019

Responsibilities: .

- Greeting customers and helping them with any questions they may have.
- In charge of processing and receiving payments in retail-based establishments
- Count money in cash drawers at the beginning and end of shifts to ensure accuracy.
- Issue receipts, refunds, and change

EDUCATION

Degree : **Bachelor's in Defence and Security Management**
University : Universiti Pertahanan Nasional Malaysia
CGPA : 3.70
Graduation Date : December 2023
Foundation : **Foundation in Management Studies**
University : Universiti Pertahanan Nasional Malaysia
CGPA : 3.96
Graduation Date : March 2020

AWARDS AND INVOLVEMENTS

- Dean list award for each semester during degree studies
- Dean list award for foundation studies
- Bronze Medalist for Silat Olahraga in Sukan IPT 2022
- Technical team, Inter-varsity Royal Debate Competition 2021
- Silat Olahraga silver medalist in Sukan Selangor (SUKSES) 2020
- Silat Olahraga silver medalist in Pendekar Seabad Open Silat 2019
- Treasurer for Student Representative Council (MPP) election commission 2022
- Volunteer for flood relief mission in 2022
- Interfaculty netball team manager in 2023

CERTIFICATES

- i. Driving license: Class D and B2
- ii. Contractor Safety Passport System All Risk (CSPS) NIOSH 2023

SKILLS

Hard Skill : Microsoft Office (Words, PowerPoint, Excel), Canva

Soft Skill : Good communication skills, Fast learner, Can work in team

Language : Proficient in writing and speaking both English and Malay

REFERENCES

Reference is available immediately upon request.