

# JASMINE HANA MOHD NAJIB

1805 N Bouvier St Unit B Philadelphia PA 19121

[Jasminehana12@gmail.com](mailto:Jasminehana12@gmail.com) | 302-268-3276

## EDUCATION

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- **MULTIMEDIA UNIVERSITY, CYBERJAYA, MALAYSIA.**  
Diploma in Management | Minor in business | GPA: 3.33  
Grad Month & Year: July 2023
- **Relevant Coursework:** Microeconomics, Business Statistics, Principles of Financial Accounting, Entrepreneurship, Business Mathematics, Principles of Management, Principles Of Marketing, Organisational Behaviour, Basic Academic Writing, Human Resource Management, Principles Of Managerial Accounting, Introduction To Project Management, Principles Of Managerial Accounting, Digital Literacy In Management.
- **TEMPLE UNIVERSITY OF PHILADELPHIA, USA**  
Bachelor's degree in Management Information Systems | current GPA: 3.4  
Grad month & year: spring 2027
- **Relevant coursework:** macroeconomics, HR management, employment law, data coding (JavaScript), marketing/advertising, mathematics, analytical writing. Degree is currently being completed.

## WORK EXPERIENCE

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### **Smart Reader Kids Cyberjaya, Malaysia**

**Jan 2020 - March 2020**

**April 2021 - May 2021**

**Nov 2021- Dec 2021**

Part Time Teacher

Responsibilities:

- Responsible for teaching children ages 4 to 6 years old
- Responsible for preparing lesson plans.
- Responsible for managing school timetable.
- Conducted parent teacher meetings.

### **A&W food chain, Cyberjaya, Malaysia**

**Feb2021 - March 2021**

Part time Cashier / kitchen crew

Responsibilities:

- Responsible for customer service
- Responsible for cashier duty
- Responsible for daily closing duty
- Responsible for customer engagement

**Multimedia University (MMU), Malaysia - International Student Department  
May – Aug 2022**

Intern for Manager

Responsibilities:

- in charge of the student relations counter
- in charge to recreate and fix the international student department MMU website
- organized a few events.
- organized files in the file closet
- did auditing for student file (involves hundreds of files)

## **LEADERSHIP EXPERIENCE & ACTIVITIES**

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### **School Prefect 2015 - 2019**

- Conducted multiple school events over the years.
- Conducted a weekly public speaking.
- Responsible for student spot checks
- Responsible for students' discipline in school
- Attended multiple prefects meeting over the years.
- In charge of daily student late list

### **Camping for the uniform body association**

Uniform team member

20 - 21 April 2018

26 - 28 April 2019

- Provided team building skills to team activities.
- Became a team leader.
- Competed in a marching competition and won second place

### **Senamrobik competitions**

- Won first place for the Doctor Muda for secondary school level senamrobik competition (15 May 2018)
- Senam sihat participation in convention Health Promotion In Learning Institutions (HePiLI) in national level at University Islam Malaysia (24 - 27 Jul 2019)

## **SKILLS & INTERESTS**

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**Computer:** computer software's (Microsoft words, excel, PowerPoint)

**Skills:** verbal and Written communication, Data and Analytics, Project Management

**Languages:** English(fluent) and Malay(native)

**Interests:** binge watching English sitcoms, taking photos, cafe hopping, online shopping