

# INTAN JUITA BINTI MENAN



## CONTACT

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**ADDRESS:** Blok D-8-14, Perumahan Pantai Permai, Jalan Pantai Permai, Pantai Dalam, 59200 Kuala Lumpur.

## EDUCATION

### 1) SMK Tun Mamat

[January 2009] – [December 2010]  
Malaysian Certificate of Education  
Result: 1A, 1A-, 2B+, 2C+, 2D, 2E

### 2) SMK Tun Mamat

[May 2011] – [December 2012]  
Malaysia Higher School Certificate  
CGPA: 3.67

### 3) National University of Malaysia, Bangi

[September 2013] – [November 2016]  
Bachelor of Social Sciences with Honours (Linguistics)  
CGPA: 3.54

## SKILL

Marketing	60%
Writing	90%
Editing	70%
Teaching	60%
Microsoft Word	80%
Microsoft Excel	65%
PowerPoint	70%
Wordpress	50%

## LANGUAGE

Malay	85%
English	65%

## REFERENCE

### Dr. Harishon binti Radzi

Head of Linguistics Programme,  
Center for Language and Linguistics  
Studies,  
National University of Malaysia, Bangi.  
03-89216474

### Hasifah binti Abdul Rahman

Assistant Vice President of Operations  
and Finance,  
CIMB ASEAN Research Institute (CARI),  
CIMB Tower, Kuala Lumpur.  
03-22610913

## WORK EXPERIENCE

### Sasbadi Sdn. Bhd. [Editor]

[5 September 2016] – [31 December 2016]

1. Edit the book "UPSR Examination Model Paper" according to UPSR format 2016.
2. Read proof of UPSR workbooks.

### PEP Publications Sdn. Bhd. [Editor]

[3 April 2017] – [7 June 2017]

1. Read the proof of the book "Topikal Bahasa Melayu Year 6 (SJKC) Test".
2. Write and edit SK and SJKC Language UPSR Model Papers.

### CIMB Group Holdings Berhad (CIMB ASEAN Research Institute / CARI ) [Trainee of Skim Latihan 1 Malaysia]

[9 October 2017] – [8 April 2018]

1. Examine the amount of stock and each delivery process of the book "Advancing ASEAN in the Digital Age" that published by CARI.
2. Manage payment documents in each transaction of the book "Advancing ASEAN in the Digital Age" that published by CARI.

### Coway (Malaysia) Sdn. Bhd. [Part-time Health Planner / Salesperson ]

[7 May 2018] – [31 May 2020]

1. Run online and offline marketing to show the importance of the product.
2. Manage product purchases for customers until the product is successfully installed at home, company or organization.