



A. BACKGROUND

- **RAJA EZATUL AKHMA BINTI RAJA FUADDIN**
- **Based in Bandar Baru Bangi, Selangor**
- **Email: ezatulakhma@gmail.com**
- **Handphone: 017 294 8752**

B. CAREER BACKGROUND

- **Co-founder and Operator of QReazant Online Book Rental Store (qreazantonlinebookrental.com)**
- **Founder of QReazant Book Bazaar; selling new and used books (qreazantbookbazaar.com)**
- **Founder of QReazant Reading & Writing Buddies**

C. ACADEMIC QUALIFICATIONS

- **2003 Australian Foundation Nilai College**
- **2007 Bachelor Of Business in Human Resource, La Trobe University Melbourne (twinning with Nilai University College)**

D. Accreditations

- **Certified translator**

E. SHORT COURSES ATTENDED

- **English writing and communication skills (British Council)**
- **Entrepreneurship Seminar (INSKEN)**
- **Basic Accounting Seminar (INSKEN)**
- **Kursus Penterjemahan Am (ITBM)**

F. ASSOCIATIONS

- **BNI Members (Business Network International) Emerald Chapter (2014 – 2019)**

G. SKILLS

- **Proficient with Microsoft Word, Microsoft Excel, Powerpoint, Photopea**
- **Prefer to save files using Google Drive or One Drive compared to hard disk or thumbdrive**
- **Experienced librarian with Point of Sales for 10 years**
- **Excellent Writing skills in Bahasa Melayu and English**
- **Fluent in Bahasa Melayu and English**

H. References

**Ahmad Fauzan Othman
(Access Ideas Malaysia)**

**Access Ideas Malaysia (M) Sdn Bhd
12C, Jalan Suasana 8/4
Town Park 1, Lake Valley 1,
Bandar Tun Hussein Onn,
43200 Cheras,
Selangor
0123982465**