



# Fayyadah Al Aswaq Haji Marsidi

## Personal Details:

Name: Fayyadah Al Aswaq Binti Haji Marsidi  
Age: 29 years old  
Date of Birth: 25 May 1990  
IC Number: 01-040479

## Reach me at:

Mobile phone no: +673 8928057  
Address: No 16, Spg 810, Kg Lumapas 'B', BSB,  
NBD BJ3524  
Email: Fayyadahmarsidi@gmail.com

## Computer Software Skills:

- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel

## Personal Skills:

Language:

- - English (written & spoken)
- Malay (written & spoken)
- Other Skills:
  - Communication & Presentation Skills

## References:

Name: Masturina Matali  
Relation: Lecturer  
Years known: more than 4 years  
Address: Block 2E, Ong Sum Ping Condominium,  
Jln Ong Sum Ping, BSB, BA1311  
Telephone: 873 7221383  
Email: masturina.matali@pb.edu.bn

Name: Noornabilah Jubli  
Relation: Director (Jeqenbell Enterprise)  
Years known: 1 year  
Address: Unit 1.13, Abdul Razak Complex, 1st Floor,  
The Mall Gadong, BSB  
Telephone: 673 8769912  
Email: jeqenbell@gmail.com

Name: Hjh Norazilawati Abdullah  
Relation: Lecturer  
Years known: more than 4 years  
Address: Universiti Teknologi Brunei, Tungku  
Highway, Gadong, BSB, NBD, BE1410  
Telephone: 2461020 ext 5310  
Email: norazillah.abdullah@utb.edu.bn

## Work Experience

**JEQENBELL ENTERPRISE (SHARQIAA HIJAB BRUNEI)**  
since October until now

**Senior Sales Assistant** (appointed by 12/10/2019)

**Sales Assistant** (from October 2018 - 11/10/2019)

- Appointed as Senior Sales Assistant with position : **Head of Cashier**
  - Provide training to Sales team
  - Responsible for cashier system
  - Provide report to Upper Management

### SWEET AS SARA

since January 2018 - April 2018

Sales Assistant (part time)

- Working in a fast paced environment
- Prepare and serve beverages (barista) to customers
- Responsible in processing cash and card payments.

### ROYAL CUSTOM AND EXCISE DEPARTMENT

Internship

23rd January 2017 - 23rd July 2017

- Admin works
- Entering data into system
- Assist officers in x-ray parcel items

### DST INCOMM

Internship (Product & Marketing Department)

7th October 2013 - 30th December 2013

- Data entry
- Updating website data
- Prepare quotation

### TAKAFUL BRUNEI AM

Clerk (Temporary Staff)

March 2011 - January 2012

- Data entry on insurance policy
- Assist in calculated customer's insurance policy

## Education

### UNIVERSITI TEKNOLOGI BRUNEI

Bachelor in Business (Hons) in Business Technology Management

July 2014 - July 2018

Result: Upper Second Class Honours

### POLITEKNIK BRUNEI

Advanced Diploma in Business Management

January 2012 - December 2013

Result: CGPA 2.34

### PUSAT TINGKATAN ENAM KATOK

A Level

2008 - 2009

Result: 2 A Level

### SEK. MENENGAH PG ANAK PUTERI HJH MASNA

O Level

2003 - 2007

Result: 7 O Level



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UNIVERSITI TEKNOLOGI BRUNEI  
ACADEMIC TRANSCRIPT

**Student information**

Name: **Fayyadah Al Aswaq Binti Haji Marsidi**  
Date Of Birth: **25 May 1990**  
Student Registration No.: **BBTM/02/005/14**  
Identity Card No: **01-040479**  
Programme Enrolled: **Bachelor of Business (Honours) in Technology Management**  
Date Of Enrolment: **21 July 2014**

**Award Information**

Award: **Upper Second Class Honours**  
Date Of Award: **28 July 2018**  
Programme: **Bachelor of Business (Honours) in Technology Management**  
Mode Of Study: **Full Time**  
Language Of Instruction: **English**  
Language Of Assessment: **English**

**YEAR 1**

Semester	Module Code	Module Title	Credit Value	Total Module Mark	First Re-assessment	Second Re-assessment
1	BUS1EC1	Principles of Microeconomics	10	80		
	BUS1QCM	Quantitative Methods	10	71		
	BUS1COM	Business Computing	20	79		
	CTL1MIB	Melayu Islam Beraja	10	65		
	CTL1CS1	Effective Communications	10	71		
2	BUS1PFA	Principles of Financial Accounting	10	63		
	BUS1EC2	Principles of Macroeconomics	10	65		
	BUS1MKT	Principles of Marketing	10	62		
	BUS1BIS	Business Information Systems	20	61		
	CTL1CS2	Professional Communications	10	67		

**Total Credit Value Accumulated for Year 1 120**

**YEAR 2**

Semester	Module Code	Module Title	Credit Value	Total Module Mark	First Re-assessment	Second Re-assessment
3	BE2101	Business and ICT Law 1	10	62		
	BM2101	Principles of Management	10	59		
	BUS2BSG	Business Strategy	20	64		
	BUS2CSR	Business Ethics and Corporate Social Responsibility	10	78		
	BM2103	Database Systems	10	57		





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Semester	Module Code	Module Title	Credit Value	Total Module Mark	First Re-assessment	Second Re-assessment
4	BE2462	Introduction to Multimedia and the Internet	10	86		
	BE2463	e-Business	20	42		
	BM2202	Introduction to Web Development	20	88		
	BUS2CMT	Change Management	10	61		

**Total Credit Value Accumulated for Year 2 120**

YEAR 3

Semester	Module Code	Module Title	Credit Value	Total Module Mark	First Re-assessment	Second Re-assessment
5	BE3151	Technopreneurship	10	82		
	BM3101	Research Methodology	10	92		
	BM3102	Group Project	30	80		
	BG3501	Non-Programme Specific Module	10	57		

**Total Credit Value 60**

6 STUDENT WORK EXPERIENCE : **SATISFACTORY COMPLETION**

YEAR 4

Semester	Module Code	Module Title	Credit Value	Total Module Mark	First Re-assessment	Second Re-assessment
7	BUS4OPM	Operation Management	10	70		
	BM4201	Information Systems and Strategic	10	68		
	BM4212	Management of Technology and Innovation	20	81		
	BM4202:	Business Project Management	20	70		
8	BM4214	Managerial Decision Making	20	44		
	BM4216	Decision Support Systems	10	55		
	BUS4MMG	Marketing Management	10	43		
	BUS4FYP	Final Year Project	20	72		

**Total Credit Value Accumulated for Year 4 120**

To check validity of this transcript or for any further details please contact the **Registrar and Secretary** at email address [registrar@utb.edu.bn](mailto:registrar@utb.edu.bn) or fax your enquiries to 2461035 by quoting the student registration number.



## STUDENT RECORD OF ACHIEVEMENT

This record of achievement is issued by the Registrar & Secretary Office, Politeknik Brunei for the student named below:

Name of Student : FAYYADAH AL ASWAQ BINTI HAJI MARSIDI  
Identity Card No. : 01-040479 (Y)  
Student ID No. : BMGT/01/12/0148  
Programme Title : ADVANCED DIPLOMA IN BUSINESS MANAGEMENT  
Date of Enrolment : 30 JANUARY 2012 - 31 DECEMBER 2013

Module Code	Module Title	Credit Value	Grade
<b>SEMESTER 1</b>			<b>GPA = 2.25</b>
BBC1106	BUSINESS COMPUTING	3.0	M
GSC1101	PENGAJIAN MELAYU ISLAM BERAJA (MALAY ISLAMIC MONARCHY STUDIES)	2.0	D
GSC1102	PENDIDIKAN ISLAM (ISLAMIC EDUCATION)	2.0	D
GSC1103	MATHEMATICS FOR BUSINESS	3.0	M
GSC1106	COMMUNICATION SKILLS FOR BUSINESS	3.0	D
GSC1109	ENTREPRENEURSHIP	3.0	P
<b>SEMESTER 2</b>			<b>GPA = 2.60</b>
BBE1207	E-BUSINESS	3.0	M
BBE1208	BUSINESS ACCOUNTING	3.0	M
BBE1209	ORGANISATIONAL BEHAVIOUR	3.0	HD
BBE1210	MARKETING	3.0	D
BBE1211	BUSINESS ECONOMICS	3.0	M
<b>SEMESTER 3</b>			<b>GPA = 2.24</b>
BBE2313	BUSINESS PLANNING & CONTROL	3.0	D
BBE2315	BUSINESS LAW	3.0	M
BBE2423	INTERNATIONAL TRADE & FINANCE	3.0	P
BBS2319	FINANCIAL MANAGEMENT	4.0	M
BBS2428	PUBLIC SECTOR MANAGEMENT	4.0	D
<b>SEMESTER 4</b>			<b>GPA = 2.30</b>
BBE2314	BUSINESS INFORMATION SYSTEMS	3.0	D
BBE2429	FINAL YEAR PROJECT	3.0	M
BBS2424	HUMAN RESOURCE MANAGEMENT	4.0	M
ENM2402	CO-CURRICULAR & ENRICHMENT *	2.0	P
SWE2401	SUPERVISED WORK ATTACHMENT *	4.0	**

**Cumulative GPA (CGPA): 2.34**  
**Total Credit Value: 64.0**

\* The computation of the GPA & CGPA does not include the grades for the two (2) modules: SWE2401 and ENM2402

\*\* The student concerned has successfully completed three-months of Supervised Work Attachment with a Credit Value of 4.0

Registrar & Secretary Office  
Politeknik Brunei  
Ministry of Education  
Brunei Darussalam

Date of issue: 13 February 2014







The Board of Examinations Brunei Darussalam  
in collaboration with  
University of Cambridge Local Examinations Syndicate

## General Certificate of Education Advanced Level

This is to certify that the candidate named below was awarded the  
following grade(s) in the subject(s) shown:

November 2009

FAYYADAH AL ASWAQ HAJI MARSIDI

of

PUSAT TINGKATAN ENAM KATOK

### Subject

Geography

Sociology

Advanced Level

Advanced Level

### Grade

D(d)

E(e)

SUBJECTS RECORDED: TWO

Secretary  
Board of Examinations, Brunei Darussalam

Vice-Chancellor  
University of Cambridge



UNIVERSITY of CAMBRIDGE  
International Examinations

Identity Card Number : 01-040479

Candidate Number: BN120/5122

Certificate Number: 0026265882



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University of Cambridge Local Examinations Syndicate

## General Certificate of Education Ordinary Level

This is to certify that the candidate named below was awarded the following grade(s) in the subject(s) shown:

November 2007

FAYYADAH AL ASWAQ BINTI HAJI MARSIDI

of

SM PAP HAJAH MASNA

### Subject

### Numerical Grade GCE Ordinary Level Grade

Islamic Religious Knowledge  
Bahasa Melayu  
Combined Science  
Geography  
History  
English Language  
Principles of Accounts  
Mathematics

TWO  
THREE  
THREE  
THREE  
THREE  
SIX  
SIX  
EIGHT

A(a)  
B(b)  
B(b)  
B(b)  
B(b)  
C(c)  
C(c)  
E(e)

SUBJECTS RECORDED EIGHT

SUBJECTS RECORDED SIX OR BETTER SEVEN

The Candidate has passed the Oral Test in English Language

The Candidate has passed the Oral Test in Bahasa Melayu

Secretary  
Board of Examinations, Brunei Darussalam

Vice-Chancellor  
University of Cambridge



UNIVERSITY of CAMBRIDGE  
International Examinations

Candidate Number: BN108 / 0056  
Certificate Number: 0019757142





The Board of Examinations Brunei Darussalam  
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University of Cambridge Local Examinations Syndicate

## General Certificate of Education Ordinary Level

This is to certify that the candidate named below was awarded the following grade(s) in the subject(s) shown:

June 2010

FAYYADAH AL ASWAQ BTE HAJI MARSIDI

### Subject

Mathematics

Numerical Grade	GCE Ordinary Level Grade
SEVEN	D(d)

SUBJECTS RECORDED ONE  
SUBJECTS RECORDED SIX OR BETTER ZERO

Secretary  
Board of Examinations, Brunei Darussalam

Vice-Chancellor  
University of Cambridge



UNIVERSITY of CAMBRIDGE  
International Examinations

Identity Card Number : 01-040479  
Candidate Number: BN719 / 0086  
Certificate Number: 0029333842



00007539

DP671