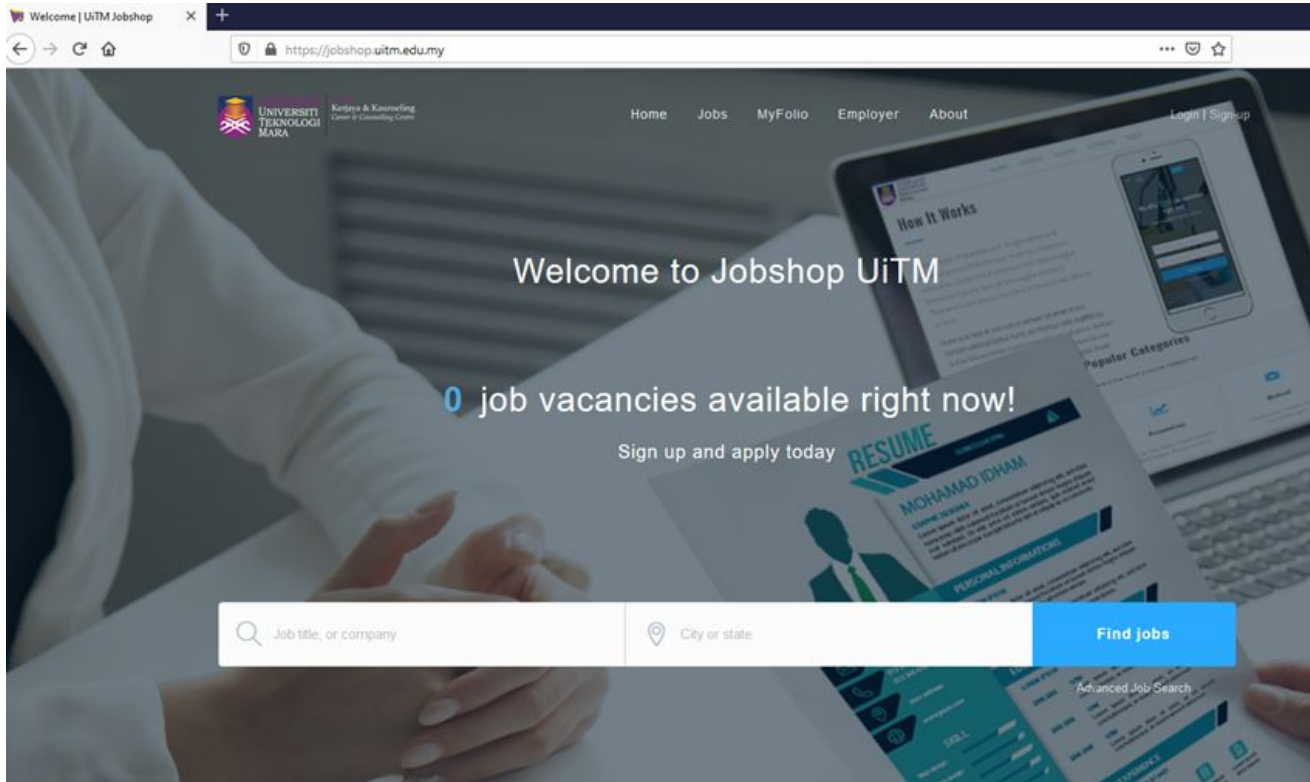


# MAIN PAGE

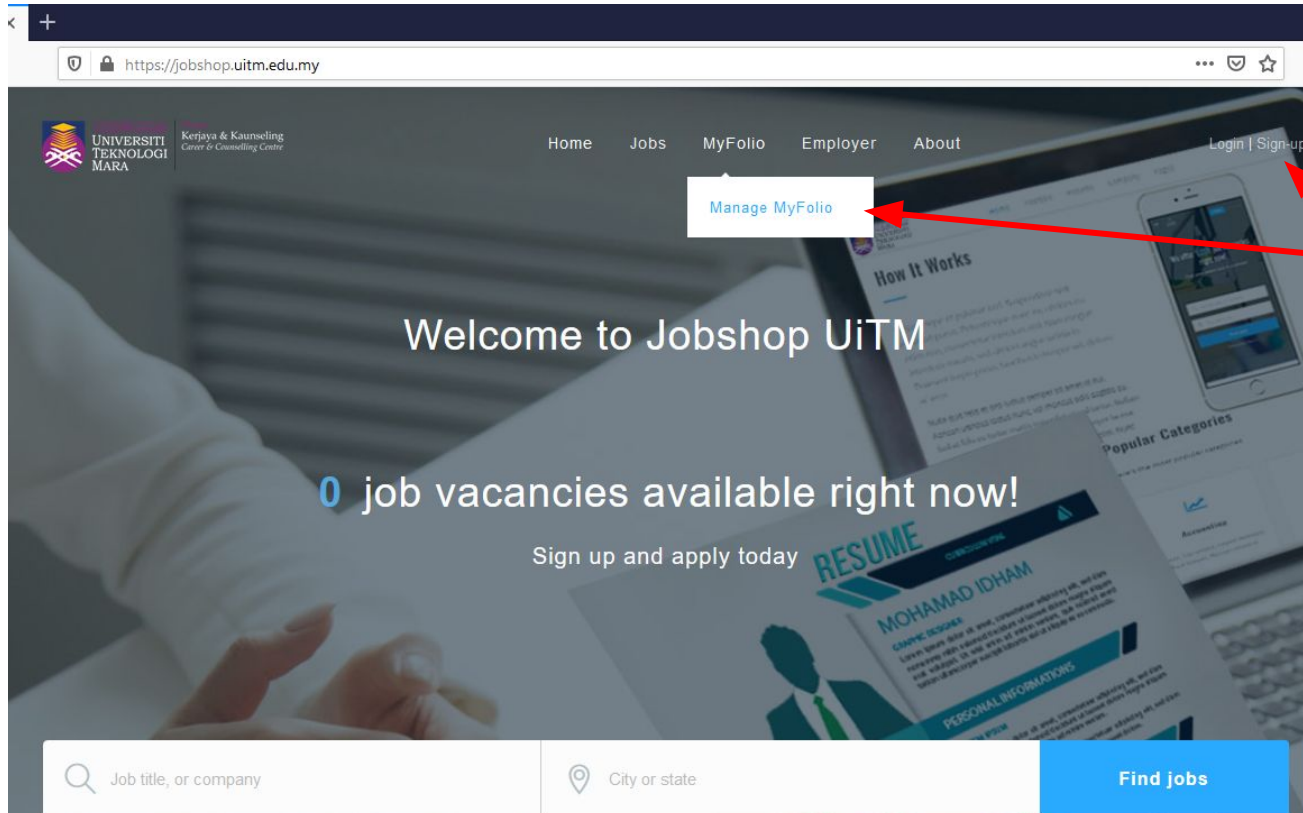
# STEP



Main Page:  
<https://jobshop.uitm.edu.my>

# FIRST TIME SIGN-UP PAGE

# STEP



Jobseeker(First Year to Final Year Student are eligible to Sign-up)

First time Sign-up can go to menu (MyFolio - Manage MyFolio) and (Sign-up)

# LOG IN PAGE

# STEP

https://jobshop.uitm.edu.my/auth/login.cfm?CFID=56347807&CFTOKEN=3a15db0dcead3128-214A7E59-A79F-3D3A-FD83FB48AD25A748&jsessid

**Jobshop**

Need an account? [Create account >](#)

## Welcome Jobseeker & Employer

Please login to proceed

[Go to Homepage](#)

We offer 1,259 job vacancies right now!

Find your desire one in a minute

Job title, skills, or company

City, state or zip

Find jobs

Advanced Job Search

Log in to start your session

Email Address

Password

Remember Me

[LOGIN](#)

[Forgot Password?](#)

Click create account for first time login

# JOBSEEKER REGISTRATION

## STEP

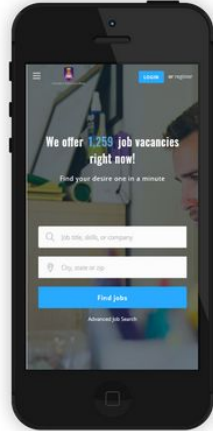


Register as Employer »

## Jobseeker Registration

Are you a Jobseeker? If you are a student or graduates of Universiti Teknologi MARA, you may proceed with the registration!

Go to Homepage



### Create a strong password.

Use a minimum of 8 character, by combining uppercase and lowercase letters, number and special characters (@?&%#).

Create new jobseeker account!

Full Name

Email Address

National ID Number

Password

Confirm Password

I have read and agree to the [Terms & Condition](#).

SIGN UP

You are already registered

Complete all required information and click sign up

## EMAIL VERIFICATION FOR FIRST TIME SIGN UP

## STEP



noreply@uitm.edu.my <noreply@uitm.edu.my>



Thu, J

To: [REDACTED]@yahoo.com

Dear [REDACTED]

You have successfully registered in JobShop, Click the [link](#) to verify your account.

You may access to your account using registered username and password afterwards. You can also update resume/folio and start using our services.

Thank you

Regards,  
UiTM Jobshop Support Team  
[www.jobshop.uitm.edu.my](http://www.jobshop.uitm.edu.my)

Open your registration email and click the link to verify account. Please check at Spam folder should you didn't get the email.

# EMAIL VERIFICATION FOR FIRST TIME SIGN UP

## STEP

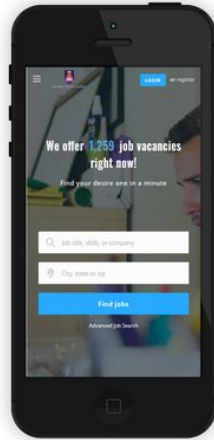


Need an account? [Create account »](#)

## Welcome Jobseeker & Employer

Please login to proceed

[Go to Homepage](#)



Your e-mail is already verified. You can now login..

Log in to start your session

Remember Me

[LOGIN](#)

[Forgot Password?](#)

Once your email is verified, you can now login into your account.

# JOBSEEKER MAIN PAGE

# STEP

https://jobshop.uitm.edu.my/index.cfm?CFID=37301128&CFTOKEN=639b51a7c0f8455a-503E48F8-FAA6-700E-B2A84F9039B15691&jsessionid=

UNIVERSITI TEKNOLOGI MARA  
Kerjaya & Kaunseling  
Career & Counselling Centre

Home Jobs MyFolio About

MyProfile »  
Logout »

Welcome to Jobshop UiTM

0 job vacancies available now!  
Sign up and apply today

Job title, or company

City or state

Find jobs

Advanced Job Search

FID=37301128&CFTOKEN=639b51a7c0f8455a-503E48F8-FAA6-700E-B2A84F9039B15691&jsessionid=B24AEA985C8B6CADF2DFA05350F9C7B1.CF11ns2#

After successfully registered, you can now update your account at MyProfile menu by click “MyProfile-Manage MyFolio” or “MyFolio-Manage MyFolio”

# MYPROFILE

No	Email	Status	Action
1	saril_henry@yahoo.com	Primary Email	

Secondary Email

ADD EMAIL

## New Password

Password

Confirm Password

SAVE NEW PASSWORD

# STEP

- » Update MyProfile
- » Update Work field
- » Job Application Status

You can now view your account at MyProfile and make amendments (and new email, new password, etc)



# MANAGE MYFOLIO PAGE

# STEP

[Home](#) [Jobs](#) [MyFolio](#) [About](#)

## Manage your MyFolio

Start creating MyFolio. Once completed, you can edit or delete them, or even add a new one. To print your resume, you can select the items that you wish to be included in your resume. Please complete first all **Update MyFolio**, **Update MyProfile** and **Update Work field** before applying for the job.

WE FIND OUT, YOU DON'T HAVE ANY FOLIO YET. PLEASE ENTER YOUR FOLIO.



Updated on: 11/06/2020

CUSTOMIZE TO PRINT

PRINT

EDIT

### MYFOLIO MENU

- » Manage MyFolio
- » Create MyFolio
- » Update MyProfile
- » Job Application Status

Manage your MyFolio, choose from the menu to create or update MyFolio

# UPDATE MYFOLIO JOBSEEKER

[Home](#) [Jobs](#) [MyFolio](#) [About](#)



## Basic information

SYED MUHAMMAD FAHMI BIN SYED ABU BAKAR

950217115693

sari6100@gmail.com

011-11112222

Seksyen1

Shah Alam

40450

Shah Alam

Selangor

My passion, my strong personality and approachable character is the greatest strength that suits me to your company. With experience in coordinating, organizing and managing big group of people toward a chain of successful events that I ever handle makes me confident and be a good teammate. I am willing to learn something new which can gives me some knowledge and more exciting experience. Outdoor

Please upload your photo size not exceed than 40kb.



SAVE

## STEP

Update MyFolio by filling in the mandatory field

# UPDATE MYFOLIO JOBSEEKER

[Home](#) [Jobs](#) [MyFolio](#) [About](#)

SAVE

## Education

Institution, e.g. Universiti Teknologi MARA

Programme, e.g. Diploma in Computer Science

Select Programme Level

RESULT e.g. 3.41

Graduation Year 01/01/2019

ADD EDUCATION

SAVE

## STEP

Update your education background (e.g. SPM, Diploma, Degree) At least 2 education background.

# UPDATE MYFOLIO JOBSEEKER

## STEP

https://jobshop.uitm.edu.my/employee/addfolio.cfm?CFID=37301128&CFTOKEN=639b51a7c0f8455a-503E48F8-FAA6-700E-B2A84F9039B15691

[Home](#) [Jobs](#) [MyFolio](#) [About](#)

## Work Experience

Company Name, e.g. Petronas Dagangan Berhad

Position, e.g. Subsea Piping Engineer

From 01/01/2019

To 01/01/2019

Responsibility

ADD WORK EXPERIENCE

SAVE

Fill in the Work Experience field

# UPDATE MYFOLIO JOBSEEKER

## STEP

[Home](#) [Jobs](#) [MyFolio](#) [About](#)



## Extracurricular & Volunteer Activities



Activity, e.g. Hari Kecemerlangan Akademik

Position, e.g. Technical Support

Select Type of Activity

From 01/01/2019



To 01/01/2019



Activities Description

ADD ACTIVITIES

SAVE

Fill in the Extracurricular & Volunteer Activities field

# UPDATE MYFOLIO JOBSEEKER

## STEP

https://jobshop.uitm.edu.my/employee/addfolio.cfm?CFID=37301128&CFTOKEN=639b51a7c0f8455a-503E48F8-FAA6-700E-B2A84F9039B15691

[Home](#) [Jobs](#) [MyFolio](#) [About](#)

## Awards & Achievements

Awards/Achievement, e.g. Best Student of Faculty

Year  Level

Award Description

ADD AWARDS & ACHIEVEMENT

SAVE

Fill in the Awards & Achievements field

# UPDATE MYFOLIO JOBSEEKER

## STEP

https://jobshop.uitm.edu.my/employee/addfolio.cfm?CFID=37301128&CFTOKEN=639b51a7c0f8455a-503E48F8-FAA6-700E-B2A84F9039B15691

[Home](#) [Jobs](#) [MyFolio](#) [About](#)

## Computer Skills

Skills, e.g. Computer/Technical/Field

Years

Proficiency

Select Skills Proficiency Level

ADD SKILLS

SAVE

Fill in the Computer Skills field

# UPDATE MYFOLIO JOBSEEKER

# PERKARA

Fill in the Language Skills field

Home Jobs MyFolio About

## Language

Language Select Language

Prociency Select Proficiency Level

ADD LANGUAGE SAVE



# UPDATE MYFOLIO JOBSEEKER

## STEP

The screenshot shows a web browser window with the URL <https://jobshop.uitm.edu.my/employee/addfolio.cfm?CFID=37301128&CFTOKEN=639b51a7c0f8455a-503E48F8-FAA6-700E-B2A84F9039B15691>. The page title is "Document Collections" and it features a navigation menu with "Home", "Jobs", "MyFolio", and "About". The main content area is titled "Document Collections" and contains a form with two input fields. The first field is labeled "Video Resume, Artwork, FYP, Competition, Events, Activities, Career Profile etc" and the second field is labeled "Link, e.g. https://www.youtube.com/watch?v=M8baSHwtJw4". Below the form are two buttons: "ADD DOCUMENT COLLECTION" (blue) and "SAVE" (green). The page footer includes a "Reference" section. The Windows taskbar is visible at the bottom of the browser window.

Fill in the information and provide the link for Document Collections field (e.g. Video Resume, Artwork, FYP, Competition, Events, Activities, Career Profile etc.)

# UPDATE MYFOLIO JOBSEEKER

## PERKARA

https://jobshop.uitm.edu.my/employee/addfolio.cfm?CFID=37301128&CFTOKEN=639b51a7c0f8455a-503E48F8-FAA6-700E-B2A84F9039B15691

[Home](#)

[Jobs](#)

[MyFolio](#)

[About](#)

## Reference

Name, e.g. Muhammad

Referee Designation, e.g. Lecturer, Supervisor, Employer

Institution, e.g. Petronas Dagangan Berhad

Email, e.g. muhammad@gmail.com

Office Contact Number, e.g. 0355441234

ADD REFERENCE

SAVE

Fill in the Reference field

## CUSTOMIZE TO PRINT

## STEP

To Print Resume. Click at Manage MyFolio and Customize To Print

### Manage your MyFolio

Start creating MyFolio. Once completed, you can edit or delete them, or even add a new one. To print your resume, you can select the item that you wish to be included in your resume. Please complete first all **Update MyFolio**, **Update MyProfile** and **Update Work field** before applying for the job.



Shah Alam

Updated on: 11/06/2020

CUSTOMIZE TO PRINT

PRINT

EDIT

#### MYFOLIO MENU

- » Manage MyFolio
- » Update MyFolio
- » Update MyProfile
- » Update Work field
- » Job Application Status

## CUSTOMIZE TO PRINT

## STEP



Pusat  
Kejurja & Kaunseling  
Care & Counselling Centre

Home Jobs MyFolio About

MUHAMMAD

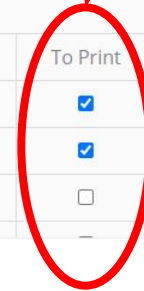
## Customize MyFolio

Customize to print your resume

Customize to print your resume

### Education

Institution	Programme	CGPA	Graduation Year	To Print
Universiti Teknologi MARA	Bachelor Of Legal Studies (Hons)	3.0	21/10/2018	<input checked="" type="checkbox"/>
Universiti Teknologi MARA	Bachelor Of Law (Hons)	2.92	10/06/2019	<input checked="" type="checkbox"/>
UiTM	Bachelor Of Law (Hons)	2.92	10/06/2019	<input type="checkbox"/>



## CUSTOMIZE TO PRINT

## STEP

Click "Submit To Print" to proceed printing.

Title	Link URL	To Print
Video Resume	<a href="https://www.youtube.com/watch?v=7IGkgqOVI94">https://www.youtube.com/watch?v=7IGkgqOVI94</a>	<input checked="" type="checkbox"/>

### Reference

Name	Position	Institution	Contact	To Print
Rosdi Ali	Lecturer	Uitm	0355443488	<input checked="" type="checkbox"/>
Shahril	Internship Supervisor	Juruukur Utama	0355443488	<input checked="" type="checkbox"/>



**SUBMIT TO PRINT**

## CUSTOMIZE TO PRINT

## STEP

### Manage your MyFolio

Click "Print" to print your resume

Start creating MyFolio. Once completed, you can edit or delete them, or even add a new one. To print your resume, you can select the item that you wish to be included in your resume. Please complete first all **Update MyFolio**, **Update MyProfile** and **Update Work field** before applying for the job.

Updated on: 11/06/2020

CUSTOMIZE TO PRINT **PRINT** EDIT

#### MYFOLIO MENU

- » Manage MyFolio
- » Update MyFolio
- » Update MyProfile
- » Update Work field
- » Job Application Status

# RESUME LAYOUT

# STEP

1 / 2



Choose either to print or save the resume



Shah Alam  
40450 Shah Alam Selangor  
Selangor

## PROFILE SUMMARY

My passion, my strong personality and approachable character is the greatest strength that suits me to your company. With experience in coordinating, organizing and managing big group of people toward a chain of successful events that I ever handle makes me confident and be a good teammate. I am willing to learn something new which can gives me some knowledge and more exciting experience. Outdoor, indoor and outstation working requirement is not a limitation for me. Since I have background in handling account, there is no limitation for me to do any task given if it's related to business or financial or auditing. I am fast learner & test me, by giving an opportunity and I will deliver the excellent result and growth together with your company.

Email:  
[saril6100@gmail.com](mailto:saril6100@gmail.com)  
Contact Number :  
011-11112222

## EDUCATION

**Bachelor Of Accountancy (Hons.)**  
Universiti Teknologi MARA (UiTM)  
CGPA 3.35  
Graduation Year 2019

**Diploma Of Accountancy**  
Universiti Teknologi MARA (UiTM)  
CGPA 3.60  
Graduation Year 2016

## LANGUAGE SKILLS

Malay  
Native  
English  
Fluent  
Chinese  
Basic



Print  
Download

# RESUME LAYOUT

# ITEM



## EXPERIENCES

Mahkamah Shah Alam

practical

01/11/2018 - 01/11/2019

Responsibility : internship jer



## EXTRA-CURRICULAR ACTIVITIES

Pengarah Projek, Uitm Legal Day  
menjalankan aktiviti dengan komuniti

01/01/2019 - 01/01/2019



## AWARD & ACHIEVEMENT INFORMATION

Pelajar Terbaik Fakulti Undang-Undang UiTM Shah Alam 2019

Faculty/Campus

2019



## DOCUMENT COLLECTIONS

Video Resume : <https://www.youtube.com/channel/UCDUbznaOPE6rq1rKyjnwygw>



## REFERENCES

Name : **Khairudin Mohd Thani**

Position : Supervisor

Institution : Mahkamah Shah Alam

Contact Number : 0355442394

spss

Intermediate (> 3  
Years)

This is how your resume  
will look like



## UPDATE WORK FIELD IN MYFOLIO PAGE

## STEP

Choose workfield before applying for a job

User Email

No	Email	Status	Action
1	saril_henry@yahoo.com	Primary Email	

### MYFOLIO MENU

» Manage MyFolio

» Update MyFolio

» Update MyProfile

» Update Work field

» Job Application Status

## WORK FIELD SELECTION

## STEP

Workfield

Select workfield that is related to your background

Select Workfield

Select Workfield

Administration & Office

Communication & Media

Customer Service & Call Centre

Engineering & Manufacturing

Submit Workfield

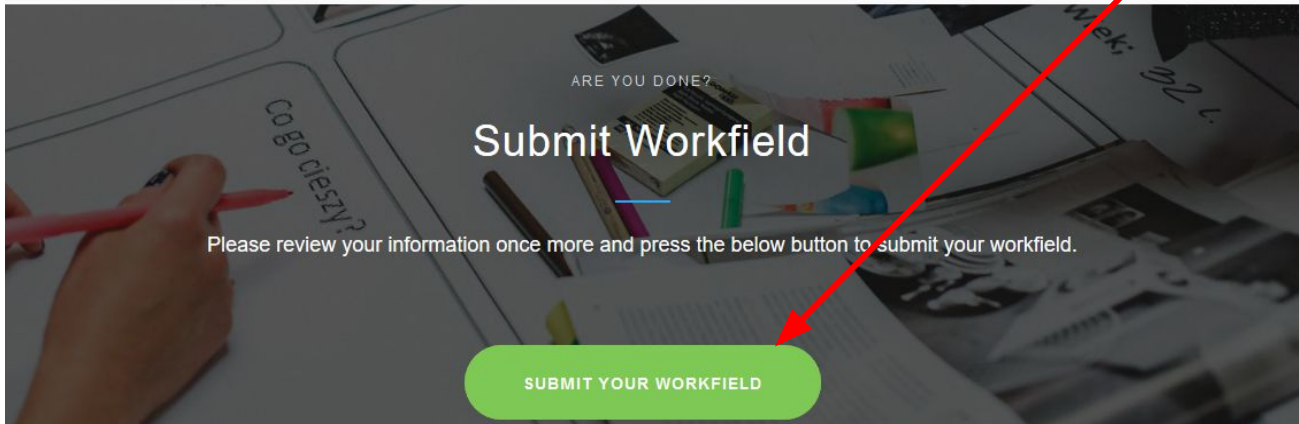
Please review your information once more and press the below button to submit your workfield.

## WORK FIELD SELECTION

Administration & Office

Administration & Office

ADD WORKFIELD



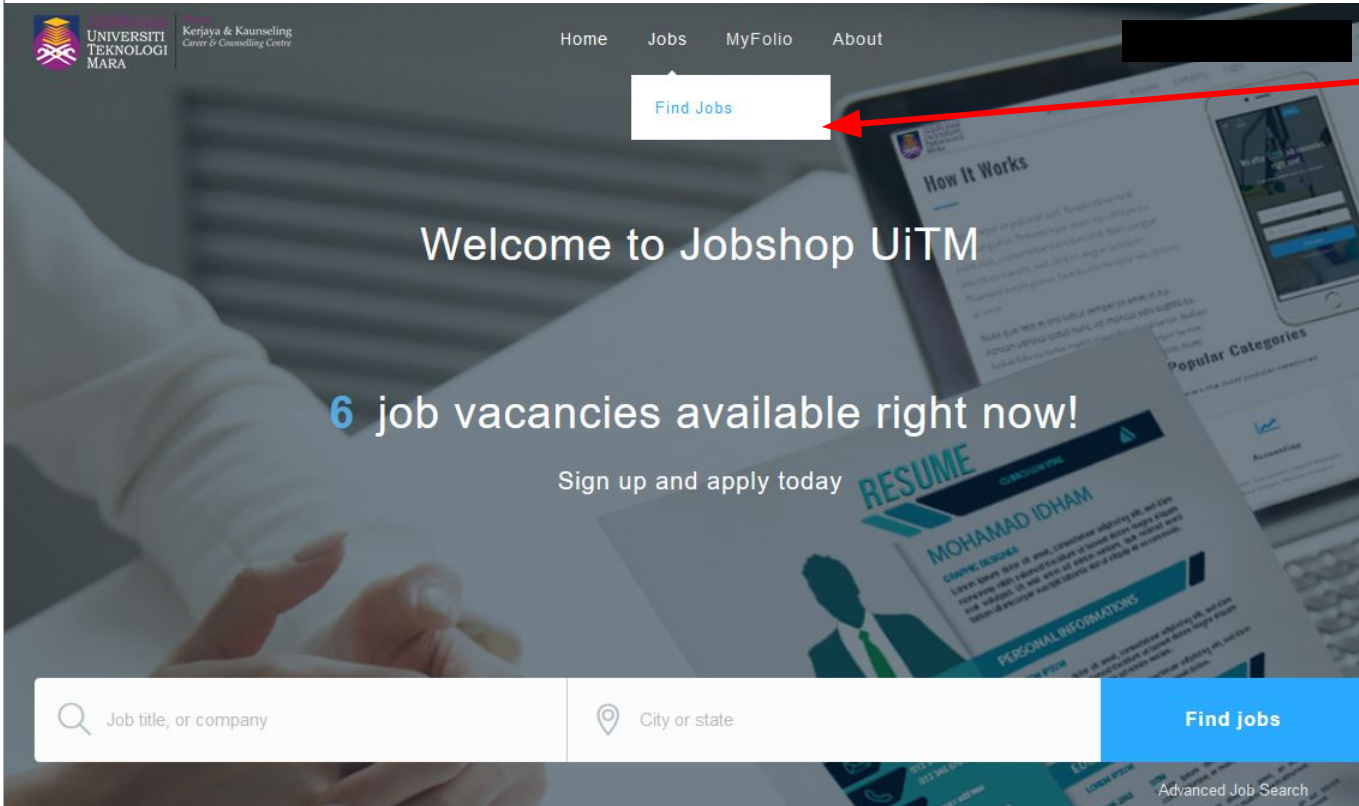
## STEP

Jobseeker can select more than one workfield

Click Submit Your Workfield to add your workfield options.

# BROWSE JOBS VACANCIES

# STEP



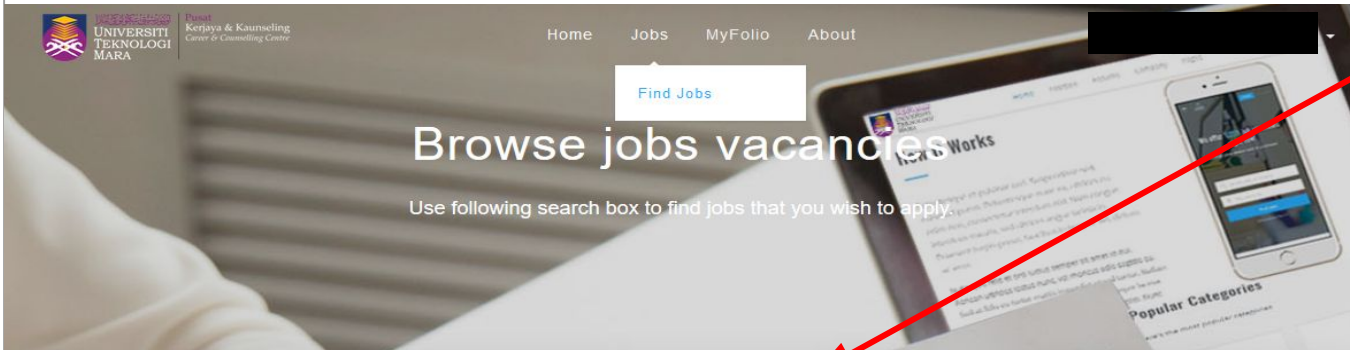
Jobseeker can browse job vacancies by click “Jobs-Find Jobs” and Apply Job

\*Jobseeker are eligible to apply job vacancies:

- a) Semester 3 or Final Year Degree Student
- b) Semester 5 of Final Year Diploma Student
- c) Master & PhD student
- d) Active Status Only

# BROWSE JOBS VACANCIES

# STEP



Use search box to find job matching

Keyword: job title or company

Location: city or state

-Please Select Workfield-

**Employment Type**

Full Time

Part Time

Freelance

Internship

**Academic Qualification**

Certificate

Diploma

Bachelor Degree

Master Degree

PhD

**Minimum Salary (MYR)**

Expected salary: Minimum Salary (MYR)

**SEARCH**

## JOB MATCH VACANCIES

## STEP

6 matches.

List of vacancies that match with jobseeker workfield

### CUSTOMER SERVICE

99999

Click Job Title to review Job vacancies

 BANDAR SAUJANA PUTRA, JENJAROM

 RM 3,000.00 / month

 Bachelor Degree

 Full Time

 Job Expired Date : 02-Sep-2020

### INSURANCE AGENT

99999

 BANDAR SAUJANA PUTRA, JENJAROM

 RM 3,000.00 / month

 Diploma

 Part Time

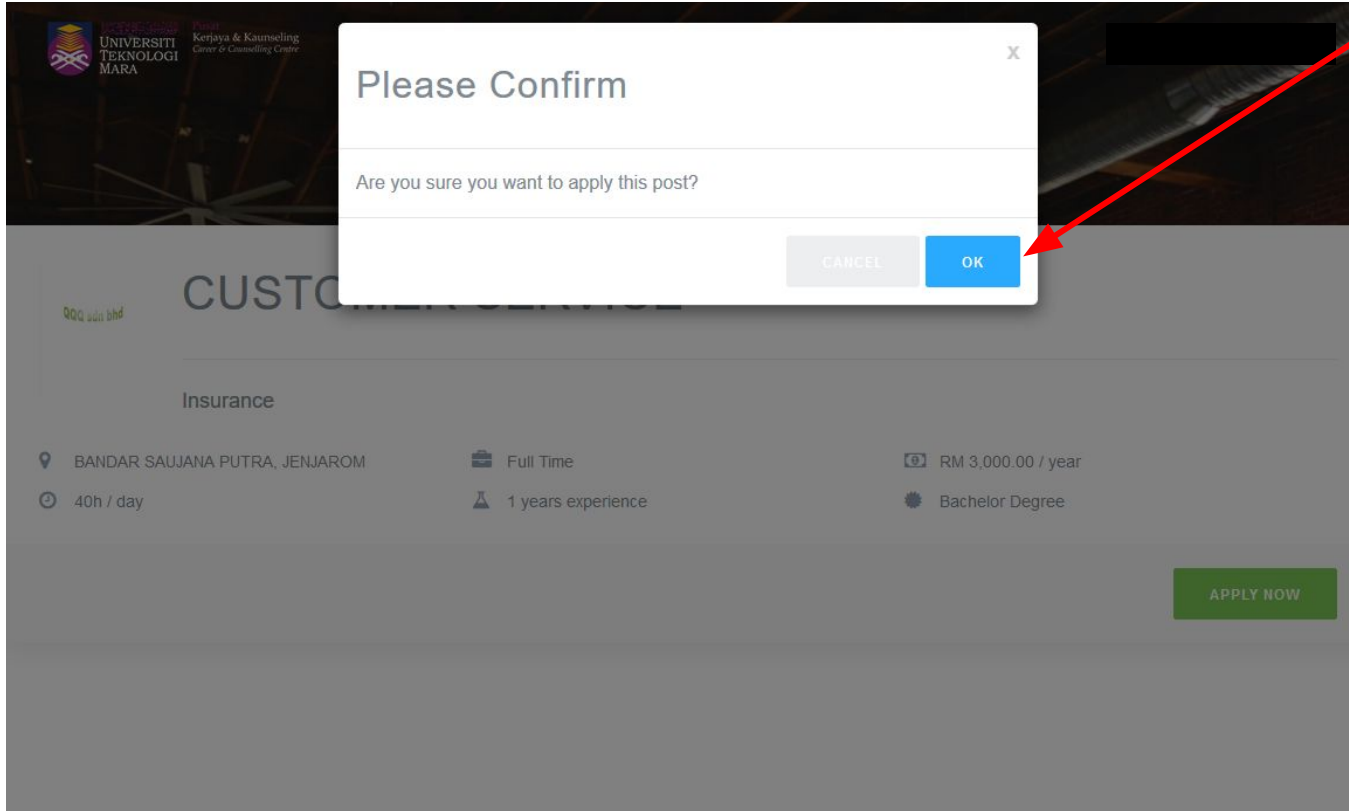
 Job Expired Date : 02-Oct-2020

### FREELANCE EDITOR

11111

## JOB APPLICATION

## STEP



Confirm your job application by click “OK”

# VIEW JOB APPLICATION STATUS

# ITEM

UNIVERSITI TEKNOLOGI MARA  
Pusat Kerjaya & Kaunseling  
Center of Counseling Center

Home Jobs MyFolio About

✓ Your application successfully sent to the company!

## Browse jobs vacancies

Use following search box to find jobs that you wish to apply.

Keyword: job title or company

Location: city or state

-Please Select Workfield-

**Employment Type**

- Full Time
- Part Time
- Freelance
- Internship

**Academic Qualification**

- Certificate
- Diploma
- Bachelor Degree
- Master Degree
- PhD

**Minimum Salary (MYR)**

Expected salary: Minimum Salary (MYR)

SEARCH

3:39 PM  
7/3/2020

Your Job Application has Successfully Sent To The Company!



## JOB APPLICATION STATUS

## STEP

Click Job Application Status to view all jobs application

### User Email

No	Email	Status	Action
1	saril_henry@yahoo.com	Primary Email	

#### MYFOLIO MENU

- » Manage MyFolio
- » Update MyFolio
- » Update MyProfile
- » Update Work field
- » Job Application Status

# JOB APPLICATIONS STATUS

# STEP

[Home](#) [Jobs](#) [MyFolio](#) [About](#)

You have 2 active job applications



## CUSTOMER SERVICE

99999

APPLICATION STATUS : KINDLY CHECK YOUR EMAIL



BANDAR SAUJANA PUTRA, JENJAROM



RM 3,000.00 / year



Bachelor Degree



Full Time



Job Expired Date : 02-Sep-2020



## AKAUNTAN

CAREERCOUNSELLINGUITM@GMAIL.COM

APPLICATION STATUS : DECLINED

Audit company account and make payroll



JALAN ALANG, SHAH ALAM



RM 2,500.00 / year



Bachelor Degree



Full Time



Job Expired Date : 25-Sep-2020

Please check your email to get update on your job application and the details of the interview

## VIEW EMAIL STATUS CALL FOR INTERVIEW

## STEP

CALL FOR INTERVIEW : CUSTOMER SERVICE (Company: 99999)



noreply@uitm.edu.my

To: [REDACTED]@yahoo.com

**Dear Sir/Madam,**

CONGRATULATIONS! Your application for the above mentioned post has been reviewed. You are invited for an interview as detailed below

Date:

Venue:

Time:

Contact Number:



[Reply](#), [Reply All](#) or [Forward](#)

Please check your email for interview details. Check your spam folder should you did not receive any email. You can contact the company for more details.

**GOOD LUCK AND  
PLEASE PREPARE FOR  
THE JOB INTERVIEW!**

## e-ADUAN UiTM

## STEP

units.uitm.edu.my

Should you encounter any issues/difficulties while using Jobshop, please submit your enquiry to <https://units.uitm.edu.my/>

Select "Aduan ICT"



# Universiti Teknologi MARA



# e-ADUAN UiTM

## STEP

→ ↻ units.uitm.edu.my/aduan\_add.cfm



New ADUAN ICT

Status ADUAN ICT

### New ADUAN ICT

#### Personal Information

ICT Service Ticket: **A20200629029187**

User Type :  Staff  Student  Guest

Name \* :

This field is required.

Handphone \* :

This field is required.

Alternate Email \* :

*\* Feedback complaint will be sent to **UiTM Email / Alternate Email**. Please make sure the email is correct. .*

Choose “New ADUAN ICT” and select “Student or Guest” For Jobseeker.

Fill in the details (i.e. Name, Handphone and Alternative Email.)

# e-ADUAN UiTM

## STEP

units.uitm.edu.my/aduan\_add.cfm

### Report Information

Branch\* : OTHERS

Location\* : OTHERS

Location Detail\* : Location Detail

Category\* : SISTEM - HEP

Sub Categories\* : SISTEM JOBSHOP

Details\* : Report Details

Attachment :  No file chosen

\* Format Pdf and Image (Jpeg,Jpg,Gif,Png) only.

Branch: Choose Othes  
Location: Choose Others  
Location Detail: Type in  
your address

Category: Choose  
SISTEM-HEP  
Sub Categories: Choose  
SISTEM JOBSHOP  
Details: Fill in the report  
details

Choose file for  
“Attachment” if available.

Click “Submit Application”  
to proceed.