

## **Nur Syahrina Binti Akhil**

**No. 12, Jalan Melawati 5A, River View Kemensah, Taman Melawati,  
53100 Kuala Lumpur**

**Date of birth: 16 February 1989**  
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### **EDUCATIONS AND QUALIFICATIONS**

SEPTEMBER 2014 – SEPTEMBER 2015

MSC CORPORATE GOVERNANCE AND ACCOUNTABILITY  
UNIVERSITY OF GLASGOW, UK

Merit

The programme combines finance with governance in the first semester, while in the second semester it specialises in governing risk, business ethics, social and environmental accounting as well as to engage in further studies in accountancy and finance. It prepares me for a career in wide areas such as governance and compliance.

JULY 2013 – JUNE 2014

GRADUATE MEMBERSHIP

MALAYSIA INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS (ICSA)

There are four major papers which are company secretarial practice, corporate administration, corporate finance and corporate governance. This programme focuses on risk, compliance and governance which prepare me to be a Company Secretary and other wide range of job opportunities.

JULY 2010 – JUNE 2013

BACHELOR OF CORPORATE ADMINISTRATION (HONS)  
UNIVERSITY TECHNOLOGY MARA, MALAYSIA (UITM)  
CGPA 3.53 (First Class)

This multidisciplinary programme that major in company law, business law, taxation, accounting, social marketing, innovation management, computer science, corporate governance, corporate strategic management and corporate finance.

NOVEMBER 2007 – NOVEMBER 2010

DIPLOMA INFORMATION MANAGEMENT  
UNIVERSITY TECHNOLOGY MARA, MALAYSIA (UITM)  
CGPA 3.73 (Vice-Chancellor Award)

I learnt the process of managing information and understand institutions that responsible in managing information such as library, record management, archives and museum. In addition, the course taught in other major such as information technology, multimedia and information system.

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### **EMPLOYMENT HISTORIES**

January 2016 until June 2017

Boardroom Corporate Services (KL) Sdn Bhd  
Company Secretarial Assistant

The job scope includes preparation before board meeting, attending board meeting, drafting minutes and Directors' Circular Resolution, prepare documents to be lodged to Companies Commission of Malaysia, updating register and minutes books, prepare documents on appointment, resignation of director, making announcement, reviewing Annual Report, being a scrutinizer during Annual General Meeting, prepare Semi Annual Return for Public Companies. Boardroom provides regular training session on Companies Act 2016, Listing Requirements and Malaysia Code of Corporate Governance 2016 that able to instill me with abundant of knowledge and updating me with current situation of the corporate environment.

2013

Masterplan Consulting Sdn Bhd

Intern, Human Resource ("HR")

My scope of work is to manage salary journal, assisted with recruitment strategies and events for employment, update databases and information of staff, collected data and compiled overall hiring report, arranged personal files, prepared pay slip and other office support for HR staff.

2011

Khazanah Nasional Berhad

Temporary receptionist

I experienced a lot in terms of administration work such as received and greet all visitors in a professional and warm manner, provide front desk reception duties for the office which includes handling of all phone calls and manage internal & external customers timely and professionally, collected and distributed all incoming mails and courier items, developed and maintained a tracking system on all incoming & outgoing mails and courier items for the office, arranged booking on meeting room, assisted in any ad-hoc duties, projects and activities as and when required.

2010

Devest Fashion Sdn Bhd

Sales assistant

Being involved in stock control and management, assisted shoppers to find the goods and products they are looking for, being responsible for processing cash and card payments. Stocking shelves with merchandise, gave advice and guidance on product selection to customers, balanced cash registers with receipts, dealt with customer refunds, keeping the store tidy and clean, this includes hovering and mopping, responsible dealing with customer complaints, attached price tags to merchandise on the shop floor, responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards, kept up to date with special promotions and putting up displays.

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## KEY PERSONAL SKILLS

I am committed in doing task, able to be a good team player, fast learner and an enthusiastic self-starter with strong leadership and communication skills. I consider myself as someone who always looks forward to improve my skills. In addition, once I have been given opportunity I will give my best and look forward in achieving it without taking things for granted.

Language Proficiency (0=Poor - 10=Excellent)

BAHASA MALAYSIA

ENGLISH

Spoken

10

Written

10

10

9

Years

Proficiency

Skills

MS Office Words

> 5

ADVANCED

MS Office Excel

5

ADVANCED

MS Office Power point

> 5

ADVANCED

MS Access

3

INTERMEDIATE

SPSS

2

BEGINNER

## **PARTICIPATION, VOLUNTARY WORK, & CO-CURRICULUM ACTIVITIES**

2009

BADMINTON PLAYER FOR UNIVERSITY TECHNOLOGY MARA, MALAYSIA  
-SILVER MEDAL FOR WOMEN'S SINGLE REPRESENTING UNIVERSITY  
-GOLD MEDAL FOR WOMEN'S DOUBLE REPRESENTING FACULTY  
VOLUNTEER AT ISLAMIC ARTS MUSEUM MALAYSIA

2010

2<sup>ND</sup> PLACE FOR SPELLING BEE, UNIVERSITY TECHNOLOGY MARA, MALAYSIA

2011

PARTICIPATE IN "I LOVE MALAYSIA" SOCIAL MARKETING PROGRAMME BY FACULTY ADMINISTRATIVE SCIENCE & POLICY STUDIES, MARA UNIVERSITY TECHNOLOGY MARA, MALAYSIA

2012

PARTICIPATE IN "TRANSFORMASI 1 MALAYSIA" PROGRAMME BY DEPARTMENT OF PRIME MINISTER

2013

PARTICIPATE IN 'INNOVATION, INVENTION AND DESIGN COMPETITION 2012' ORGANIZED BY FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES  
PARTICIPATE IN THE STUDENT'S CONFERENCE "VALUE CREATION FOR CORPORATE EMPLOYABILITY" BY MALAYSIA INSTITUTE CHARTERED SECRETARIES AND ADMINISTRATIVE (MAICSA)

2016

PARTICIPATE IN KECHARA SOUP KITCHEN VOLUNTEERING SERVICES AS ORGANIZED BY BOARDROOM CORPORATE SERVICES (KL) SDN BHD IN CONJUNCTION WITH KECHARA FOOD BANK WHERE WE DISTRIBUTED FOOD AND OTHER ITEMS TO THE FAMILIES IN NEED

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## **REFEREES**

Name : Miss Khamsi bt Che Abdul Hamid  
Telephone No. : +6012-6953791  
Position : Head of Centre of Studies of Corporate Administration  
Address : Faculty of Administration Science and Policy Studies,  
University Technology Mara, 40450, Shah Alam, Selangor  
Relationship : University Lecturer

Name : Miss Tai Yuen Ling  
Telephone No. : +6012-2596199  
Position : Company Secretary  
Address : Lot 6.05, Level 6, KPMG Tower 8 First Avenue, Bandar Utama, 47800 Selangor, Malaysia  
Relationship : Manager