

# AMIRAH NASUHA BINTI ZUKI

## EDUCATION

### Diploma in Banking

Universiti Teknologi MARA (UiTM), Cawangan Kelantan Kampus Machang

**Year:** Okt 2018 - Feb 2020

**CGPA:** 3.61

### Sijil Pelajaran Tinggi

SMK Tumpat, Kelantan

**Year:** 2017

**Result:** 2A+ 2A 3B+ 1C+

## EXTRA CURRICULAR

### Deputy President of High Achievers' Club (HAC)

- An organization which is non academic run by Student Association
- Participate in Spread Infinity of Fondness programme as a project director.
- Participate in international programme of Global Outreach Programme as a deputy project director which is involved direct contact with VIP from Persatuan Mahasiswa Malaysia Maghribi (PMMM)
- Head of the multimedia bureau in Operasi Khidmat Masyarakat: Sentuhan Komuniti Bersama

### Member of Dbanquers Club (Active Member)

### Kesatria Negara (Active Member)

## WORK EXPERIENCE

### SELLER

Kiosk Owned by High Achievers' Club  
[2019-2020]

- Sell foods and drinks

## OBJECTIVE

Fresh graduate seeking an opportunity to obtain an entry-level position within a HR Manager requiring strong administrative and organizational skills. I am pleased to apply my ability and skills that be a perfect fit to the role at the requirement to work in your company.

### AGE:

22 years old

### MARTIAL STATUS:

Single

## PERSONAL DATA

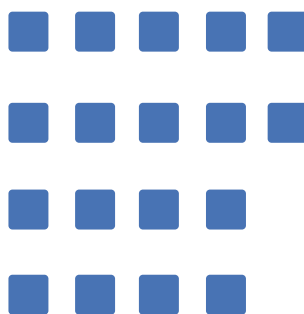
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16200 Tumpat Kelantan

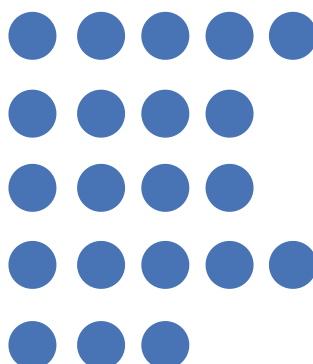
## SKILLS

- Expert using Microsoft Word, PowerPoint and Excel
- Good in operating systems such as Microsoft Windows 10, IOS and Android
- Interpersonal skills
- Leadership



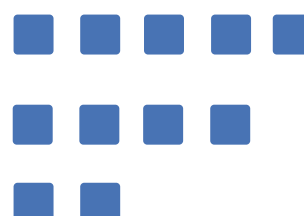
## ABILITIES

- Time management
- Proactive
- Teamwork
- Quick learner
- Critical thinking
- Optimistic



## LANGUAGE

- Bahasa Malaysia
- English
- Mandarin



## REFERENCES

### Puan Mas Ayu Diana Mohd Fauzi

Business Communication Lecturer, UiTM Machang

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### Wan Azizah Isa

Macroeconomics lecturer, UiTM Machang

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