

NIK NUR AFRIZA BINTI YUNAN

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SUMMARY

An enthusiastic learner with strong communication, and leadership abilities, as well as a dedicated team player committed to doing well at any given task. I am looking for an opportunity to demonstrate my skills at a growing company that is looking to effectively use its data to provide information to the clients. I am focused, adaptable, and dependable while also being a flexible self-starter who works independently and responds quickly to the changes in the organization.

Available to start on September 2022.

EDUCATION

Universiti Teknologi MARA (UiTM), Kota Bharu, Kelantan

Bachelor of Science (Hons.) Statistics

Graduation date: **Dec 2022**

CGPA: 3.75 / 4.0

Awards & Recognitions

- Dean's List (5 semesters), President of RE-X (Recreation) Club 2019, JPA PIDN Scholar.

Kolej Matrikulasi Pahang, Gambang, Pahang

Matriculation – Module 1 (Pure Science)

2017

WORK EXPERIENCES

Ibu Pejabat Jabatan PERHILITAN, Cheras, WPKL

Mac 2021 – Oct 2021

Budget Analyst

I was responsible for maintaining and managing the organization's information about budgets as well as identifying specific data needed for report requirements. I reported directly to the manager and worked with senior directors to analyze the budgets and produce the reports through visualization and analysis.

- Monitored the budget of 104 million by providing detailed reports containing budget activity and account balance.
- Communicated findings with cross-functional teams across the organization (Sales, Asset Management, and Finance).
- Developed weekly, monthly, and quarterly budget reports for 19 centers of responsibility accurately.
- Responded to calls and inquiries of budget status on time.
- Maintained financial accounts by processing clients' adjustments.

Pejabat Pendidikan Daerah Besut, Besut, Terengganu

Oct 2020 – Jan 2021

Internship – Data Analyst

I was responsible for creating visual reports, and data output files for the upper-level management. I work closely with the management to assist them in understanding their data as well as using it effectively. I work with SPSS and Excel to create and enhance the reports.

- Managed and coordinated 10+ reports for upper-level management for research purposes.
- Communicated with all levels of management to ensure organizational goals are attained.
- Ensured that all data was kept up-to-date and in compliance with company policies.
- Greeted and assisted 20+ clients in person daily and via telephone.
- Completed all tasks and projects within the stated timeframes.
- Assisted management with PowerPoint presentations.

LEADERSHIP & VALUES

- **Team Leader** of Kok Lanas Off-Road Trail, RE-X Club
Led a team of 20 to run the event, which involved 500+ participants.
- **Project Manager** of RE-X Adventure Camp 12.0, RE-X Club
- **Facilitator** in Iftar Program at Felda Kemahang 2, Inspirasi Club
- **Facilitator** in Mathematic Camp at SK Kampung La, Comobista Club

2019

2019

2018

2018

ADDITIONAL INFORMATION

Languages: Malay (Native) and English (Fluent).

Technical Skills: Microsoft (Excel, PowerPoint, Word), Power BI.

Soft Skills: Problem Solving, Decision Making, Communication, Leadership, Analytic, Attention to Detail, Teamwork.