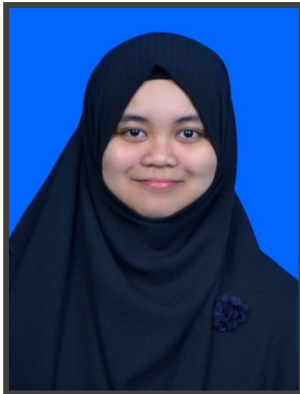


# NUR LIYANA BINTI MOHD SHUKRI



Address No. 11, Jalan Pengkalan 11,  
Taman Pengkalan Jaya, 31650 Ipoh  
Phone 019-446 1709  
Email liyanashukri@gmail.com

## OBJECTIVES

To secure a position, develop and maintain with a dynamic organization that provide challenges and opportunities for growth enhancement and satisfaction. Ambitious to apply my skills and abilities in related fields, willing to learn new things and constantly to improve myself for the benefit of the organization; to make me valuable to myself, family, organization and my nation.

## PERSONAL PARTICULAR

Full Name	: Nur Liyana Binti Mohd Shukri
IC No.	: 900413-08-6388
Date / Place of Birth	: 13 April 1990 / Taiping, Perak
Gender	: Female
Race	: Malay
Religion	: Islam
Nationality	: Malaysian
Marital Status	: Single
Health Status	: High / Weight: Excellent ; 157cm / 65kg

## EXPERIENCES / TRAINING

Eworks Creative Enterprise ,Bangi| Admin & Finance Executive

February 2014 - Present | Salary: RM 2,000.00

1. Managing the administrative support and personal assistance to Managing Director.
2. Handling stock purchasing and production includes sourcing, evaluating, negotiating with suppliers.
3. Responsible in maintaining company financial and accounting,
4. Providing support in the various human resource functions.
5. Contribute to and develop integrated marketing campaigns.

Equine Nutrition Australasia, Ipoh | Inventory & Admin Assistant

August 2013 – January 2014 | Salary: RM 1,500.00

1. Responsible in purchasing and monitoring stock.
2. Implemented administrative and day-to-day task such as filing and record data.
3. Handling company website and Facebook.
4. Responsible in quality of products.

Anjung Ilmuwan Tuition Centre, Ipoh | Part Time Tutor

August 2013 – January 2014 | Salary: RM 40.00 / day

1. Coached and homework guidance when needed.
2. Prepare weekly lesson plans to cover all syllabus.
3. Provided various experiences and activities for children.

Wendy's Aeon Station 18, Ipoh | Supervisor

(August 2012 – July 2013 | Salary: RM 1,600.00

1. Training and supervise crew especially new one.
2. Responsible for ordering, receiving, taking inventory and cost controls.
3. Control the quality of services and products

Telecommunication Training Centre Northern, Taiping | Practical Student

January 2012 – February 2012 | Salary: -

1. Implemented administrative and day-to-day task.
2. Involved in training programmed.

## EDUCATION

Bachelor in Office System Management (Hons.) | Universiti Teknologi Mara Perak

Graduate : 2012 | CGPA : 3.69 (First Class)

Diploma in Office Management & Technology | Universiti Teknologi Mara Perak

Completion Year : 2009 | CGPA : 3.47

Sijil Pelajaran Malaysia (SPM) | Sekolah Menengah Kebangsaan Tengku Menteri, Taiping, Perak

Completion Year : 2007 | Grade : 4A, 3B, 2C & 1D

Penilaian Menengah Rendah (PMR) | Sekolah Kebangsaan Simpang, Taiping, Perak

Completion Year : 2005 | Grade : 3A, 4B & 1 C

## SKILLS

SCALE : POOR (1) < MEDIUM (5) > EXCELLENT (10)

Language Proficiency

Language	Spoken	:	Written
Malay	10	:	10
English	6	:	7

#### Technical Skills

Operating Systems	9
E-mail Management	9
Databases & Office Systems	8
Multi-Media Presentation	8
Financial Management	7

#### Strengths

Multitasking person | An enthusiastic person | Ability to prioritize | Quick learner.