



NOR IZZAH BINTI SHAMSUDDIN

BUSINESS ADMINISTRATION

Profile

i'm a Business Administration student and I consider my self a responsible and orderly person. I am looking foward for my work experience.

Work Experience

March 2024

Freelancer

Data Entry Analyst and Typing

Responsible for accurately inputting, verifying, and managing data, as well as preparing and formatting documents, ensuring they are error-free and adhere to specified guidelines.

April 2023

Maxmillion Malaysia

Freelance Admin

My scope of work includes managing documentation for new staff, monitoring progress on tasks assigned by the company, and attending online meetings.

2021 - 2023

Digi

Online Promoter

Successfully complete online registration tasks for Digi prepaid SIM card customers and provide customer support via WhatsApp.

Contact

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019-9425295

3310 B, KAMPUNG GEMURUH,
BUKIT PAYUNG, 21400
MARANG, TERENGGANU

Education

- Pahang Matriculation College**
Account
Completed in 2022
- UITM Kota Bharu**
Bachelor in Business Administration
In progress

Skill

- Organizational Skills
- Communication Skills
- Analytical Skills
- Time Management
- Problem-Solving Skills
- Team Collaboration
- Customer Service Skills

Strengths

- Confidentiality
- Quality Control
- Flexible
- Independent