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NURUL ASHIKEN BT HAMZAH

CONTACT INFO

Address : No. 132, Jin Masjid, Sg Ramal Luar, 43000 Kajang, Selangor Darul Ehsan
Mobile No. : 012-6045254
Email : syarasweet@gmail.com

CAREER OBJECTIVE

Seeking a good position in an organization where can improve my knowledge and skills, it's can be apply to my talent, passion and personal skills in an environment of ongoing challenges, professional development and leadership opportunities. I hope to be a part of creative and dynamic team and to further management skills and build a career in the organization.

PERSONAL DETAILS

Age : 25 years
Date of Birth : 14 September 1984
Nationality : Malaysia
Race : Malay
Religion : Muslim
Marital Status : Single
IC No. : 840914 - 01 - 5236
Health : Excellent

EDUCATIONAL BACKGROUND

Level : Secondary School
Field of study : Sijil Pelajaran Malaysia & Penilaian Menengah Rendah
Institute/University : SMK SAAS & SMK JB
Graduation Date : December 2001

SKILLS

COMPUTER

Skills	Proficiency
Microsoft Office (MS Word, MS Excel, MS Power Point)	Advanced
UBS Accounting System.	Advanced
Microsoft Remote Desktop	Advanced
Basic Accounting	Basic
Communication	Good

Special Abilities

1. Skills & Strength
- Management Skills
 - Good team player and multitasking capabilities
 - Proven initiative and ability to work with minimal supervision
 - Hard working and fast learner person
 - Able to work on shift
 - Excellent organization and motivational person

LANGUAGE

Languages	Spoken	Written
Bahasa Malaysia	Fluent	Fluent
English	Fair	Fair

CO-CURRICULAR ACTIVITY

Committee of Badminton Club at SMK Jalan Bukit Kajang
Committee of Computer Club at SMK Jalan Bukit Kajang
Committee of Uniform "Pandu Puteri" at SMK Jalan Bukit Kajang
Committee of Club "Bahasa Bahasa Inggeris" at SMK Jalan Bukit Kajang

ADDITIONAL INFO

Strengths : Fast learner and hardworking
Expected Monthly Salary : RM1600 (Negotiable)
Availability : Immediately.

WORKING EXPERIENCE

Shift Performance Asia (M) Sdn Bhd

Position : Admin Assistant
Monthly Salary : RM 1200 (Basic) + Commission
Duration : January 2009 – Present
Reason for left : Looking for better opportunity.
Work Description :

- To serving the walk-in customer.
- Provided Barcode for each items
- Handling stock by using UBS Accounting System.
- Did Stock Controlling and Basic account for HQ and Branches
- Support Another branch for Stock Control and Account.
- Joining the event and roadshow for company product.

Secret Recipe Equine Park

Position : Cashier @ Service Crew.
Monthly Salary : RM 950 (Basic)
Duration : May 2008 – November 2008
Reason for left : Seeking a better career
Work Description :

- To serving the walk-in customer.
- Take care of customer order and be a cashier.

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7-Eleven Malaysia

Position : Management Trainee.
Monthly Salary : RM 1000 (Basic)
Duration : July 2007 – April 2008
Reason for left : Seeking a better career
Work Description :
- To serving the walk-in customer.
- Did Purchasing order for stock
- Did Stock Take and Stock Controlling.
- Simple Documentation and Clerk jobs

Ziarah Sutera Holidays Sdn Bhd

Position : Admin Clerk.
Monthly Salary : RM 1500
Duration : Nov 2006 – May 2007
Reason for left : Seeking a better career
Work Description :
- Handling immigration passport for tourist.
- Do a marketing job.
- Consult with client the better of package tourism.
- Provided outstation insurance to the client who chosen the tourism package.
- Handling E-Ticketing for tourist.

Pusat Komputer Politeknik Port Dickson

Position : Assistant Supervisor.
Monthly Salary : RM 1600
Duration : July 2005 – October 2006
Reason for left : Seeking a better career
Work Description :
- To serving the walk-in customer.
- Provide printing activity to the customer and help the customer to print.
- Scanning the image and save it to their storage.
- Helping customer if there are having problem during their using the computer.

REFERENCES

1. Name : Muhammad Kamil Azmer bin Mohamad Ramli
Position : System Engineer
Contact No. : 013-6097968
Company : ZEN Computer System Sdn Bhd
2. Name : Noorazan binti Tajuddin
Position : Accounting
Contact No. : 017-2684667