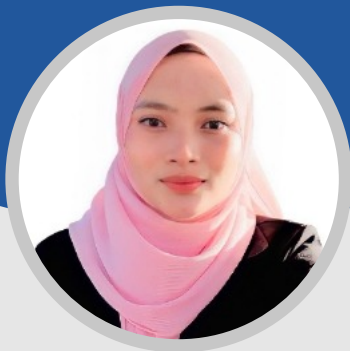




NURAIN SYAFIAH MOHD DOM




Contact

 nurainsyafiah.d@gmail.com

 011-25475396

 Teratak Md Dom, PPMS Tanah
Puteh, 18300 Gua Musang,
Kelantan

 Nurain Syafiah Mohd Dom

Expertise

Microsoft Word ●●●●●

Microsoft PowerPoint ●●●●●

Microsoft Excel ●●●●●

Canva.com ●●●●●

Skills

Problem Solving ●●●●●

Leadership ●●●●●

Communication ●●●●●

Creativity ●●●●●

Flexibility ●●●●●

Languages

English ●●●●●

Bahasa Melayu ●●●●●

Profile

Pursuing opportunities that will allow me to grow professionally while efficiently leveraging my versatile skill set to help to contribute to the organization's growth. A driven and empathetic personality capable of applying superior organizational and interpersonal skills in a range of contexts.

Education

Bachelor of Business Administration (Hons.) Finance

2021 - 2023

Universiti Teknologi Mara (UiTM) Cawangan Kelantan, Kampus Kota Bharu

- Current CGPA: 3.94
- Expected Graduation: September 2023

Diploma in Banking Studies

2018 - 2021

Universiti Teknologi Mara (UiTM) Cawangan Kelantan, Kampus Machang

- CGPA: 3.79
- Graduation Date: 2023

Sijil Pelajaran Malaysia (SPM)

2013 - 2017

SMK Tengku Indera Petra 2, Gua Musang, Kelantan

- Major: Science Stream
- SPM Result: 4A

Work experience

Personal Assistant

2020 - 2021

Musho GM Enterprise, Gua Musang

- Typing, formatting, and editing reports and documents.
- Entering data, maintaining databases, and keeping records.
- Copying, scanning, and faxing documents, as well as taking notes.

Cashier

2017 - 2018

MR.DIY store, Gua Musang

- Process sales transactions
- Maintain adequate change denominations in the cash drawer
- Answer customer inquiries

Achievements

- Appointed as Exco in Peers Club, UiTM Kampus Machang / (2018-2019)
- Awarded in Modul Kepimpinan Profesional Pewaris Bangsa, UiTM Kampus Machang / (2019)
- Appointed as Secretary of Kesatria Brassband, UiTM Kampus Machang / (2018-2019)

References

MR. WAN YUSROL RIZAL WAN YUSOF

Program Coordinator, UiTM Kampus Kota Bharu
013-9919000

MOHAMMED ANUAR MUSHODDAD YAZIZ

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010-3791577