



## NORAFIFAH FARHANA BINTI MAT SALLEH

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### PROFILE

I am 23-years-old, experts in working with Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Canva Wondershare Filmora and Video Editor

### SKILLS

#### Microsoft Word



#### Microsoft PowerPoint



#### Microsoft Excel



#### Canva



## EXPERIENCE

#### MICROSOFT WORD

- Page setup, creating labels and using templates. Comparing and merging documents and tracking changes.

#### MICROSOFT POWERPOINT

- Creating interactive slideshows, inserting and formatting videos and inserting hyperlink

#### MICROSOFT EXCEL

- Creating spreadsheets and pivot tables, analyzing and group data and applying functions and formula.

#### CANVA

- Creating beautiful and attractive presentations. resume, social contents and poster.

#### WONDERSHARE FILMORA

- Organize the video footage, adding transitions and effect, mixing the audio and timing the video.

## EDUCATION HISTORY

#### BACHELOR OF BUSINESS ADMINISTRATION (HONS).ISLAMIC BANKING

Oct 2021 - current

UNIVERSITI TEKNOLOGI MARA CAMPUS KOTA BHARU

#### DIPLOMA IN BANKING STUDIES

Sept 2018 - Feb2021

UNIVERSITI TEKNOLOGI MARA CAMPUS MACHANG

## LANGUAGES

- MALAY
- ENGLISH