

ANIS NABEELA MOHD RADZNAN

anisradznan13@gmail.com

016-4334503



PERSONAL INFORMATION

NAME : Anis Nabeela binti Mohd Radznan
SEX : Female
NATIONALITY : Malaysian
ADDRESS : No. 43. Rumah Rakyat Lenggeng,
71750 Lenggeng, Negeri Sembilan
DATE OF BIRTH : 13th April 2000
E-MAIL : anisradznan13@gmail.com
MOBILE NO. : 016-4334503
PERSONAL STRENGTH : Love to work in a team and can be counted upon in completing the task within set timeframe. I am very committed to my work and willing to learn new skills and knowledge.



EDUCATIONAL BACKGROUND

2021-Current Bachelor of Information Science (Hons.) Records Management
Universiti Teknologi MARA Segamat Campus

2018-2021 Diploma of Information Management
Universiti Teknologi MARA Rembau Campus
CGPA: 3.68

2013-2017 Sijil Pelajaran Malaysia (SPM)
Sekolah Menengah Kebangsaan Dato' Klana Putra
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SKILLS

- **SOFT SKILLS** Communication skills
- **IT SKILLS** MS Word | MS Excel | MS Power Point
- **LANGUAGES** Excellent Malay | Good English



EXPERIENCE

2017-2018 Sales Assistant at Kasihku Durrani Enterprise.
- Able to work in team and be punctual.



REFERENCE

NOR FARIZAH BINTI OTHMAN
Owner,
Kasihku Durrani Enterprise
HP: 013-2309692