




CHE WAN NURFATIN ATHIRAH

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19 Jalan 4/27B Desa Setapak 53300 Kuala Lumpur

ALL ABOUT ME

A highly motivated graduate in Information Systems Management from Universiti Teknologi MARA seeking for career opportunities in the related field. A performance-oriented individual who can help your company to accomplish its goal and objectives thus make a difference.

PROFESSIONAL SKILLS

- MS Word
- MS PowerPoint
- MS Excel
- MS Access
- HTML
- PHP
- MySQL
- CSS
- JavaScript
- C++
- SPSS
- WordPress
- SAP HR

PERSONAL SKILLS

- Good communication skills
- Reliable and professional
- Organized and good time management skills
- Proven to be able to work independently or as part of a team
- Details oriented and very particular in achieving good result
- Excellent problem solver

REFERENCES

Siti Norsyarafiena Talib
Executive (Administration)
PETRONAS Gas Berhad Kuantan
013-9281909
norsyarafiena@petronas.com.my

Munirah Ab Rahman
Executive (HSE)
PETRONAS Gas Berhad Kuantan
012-9550230
munirah_rahman@petronas.com.my

WORK EXPERIENCE

GRADUATE EXECUTIVE TRAINEE

Permodalan Nasional Berhad, June 2019 - Present

- Assist webmaster on managing PNB Group website
- Prepare online survey forms for PNB Group using WordPress plugin
- Involve updating Departmental Business Continuity Plan (DBCP)
- Develop editable pdf documents pertaining ASNB online forms for ASNB website
- To maintain log and list of PNB corporate email using Google Sheets and Outlook Office 365
- Performing filing work
- Involve in PNB Corporate Summit 2019 event and managed Slido for the moderators

INTERN

PETRONAS Gas Berhad Kuantan, August 2018 - December 2018

- Performed general administrative duties such as preparing minutes of meeting and compliance audit forms
- Assisted Executive of Administration in daily duties
- Updated employees' travel claims in SAP HR System
- Assisted in conducting audits
- Edited videos using Wondershare Filmora software
- Improvised database management system for Vehicle Maintenance using Microsoft Excel VBA
- Assisted in Kuantan RO Family Day 2018 and PETRONAS Public Awareness event
- Assisted in conducting PETRONAS Management System Review (MSR) meeting

PREVIOUS EDUCATION

UNIVERSITI TEKNOLOGI MARA

Bachelor of Information Science (Hons) Information Systems Management (2015-2019)

- Graduated with a 3.45 CGPA
- Member, Association of Information Management Systems
- Committee member, Legal & Ethical Aspects of Information Systems subject.
- Team Leader, System Analysis in Information Management final project

KOLEJ POLY-TECH MARA KUALA LUMPUR

Diploma in Teaching of English as A Second Language (2011-2014)

- Graduated with a 3.39 CGPA
- Facilitator, KPTM 2012 New Students Intake
- Crew, Secretariat of MPP KPTM KL

SMK BUKIT RANGIN

(2006-2010)

- Exco in Prefect Board
- Vice President of Computer Club
- Vice Treasurer of Chess Club
- Treasurer of Computer Club