



NUR AMIRA BT JUHAN

EXPERIENCE & BACKGROUND

Coming from Hospitality background with various experience and knowledge with good interpersonal skills and know how to make an effective communication.

Graduated with Bachelor Degree in Culinary Art Management has taught me a lot about problem solving skills and critical thinking. Have an experience in a 5 star hotel, as back and front of the house staff and business development study and as Business Support Administrator in AXA Affin General Insurance.

CONTACT INFO

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Taman Seri Telok Emas, 75460, Telok Mas,
Melaka.

Contact Number (Mobile) : 019-6861990

Email ID : nuramirajuhan@hotmail.com

PERSONAL PARTICULARS

Age : 23 Years Old

Date of Birth : 24 July 1990

Nationality : Malaysia

Gender : Female

Bumiputera : Yes

Marital Status : Single

IC Number : 900724-04-5444

EDUCATIONAL BACKGROUND

Highest Education

Education : Local University Certificate
Certificate : Degree
Area of Study : BACHELOR (HONS) Qualification
Type : 2nd Class Upper
Institution : University Technology of MARA (UiTM)
Graduation Date : July 2013
Country : Malaysia
Duration Course : 3 years
CGPA : 3.03

Second Highest Education

Education : Local University Certificate
Certificate : Diploma
Area of Study : Culinary Arts
Graduation Date : June 2011
Country : Malaysia
Duration Course/ : 2 years
CGPA : 3.05

COURSE SUBJECTS

Principles & Practices Of Management	Procurement
Principles & Practices Of Marketing	Presentation Skills
Business & Communication Management	Fundamental Of Hospitality And Tourism Industry
Human Resource Management	Organizational Behavior
Entrepreneurship	Food Purchasing And Cost Control

WORK EXPERIENCES

No.	Employer	Position	Duration	Job Description
1.	Renaissance Hotel, Melaka	Trainee in Pastry, Asian, Malay, Cold, Butcher Kitchen.	December 2009 – March 2010	Handle big number of customers and events.
2.	Bayview Hotel, Melaka	Trainee in Pastry kitchen	December 2010- March 2011	Preparing large number of pastry products for buffet and hotel events.
3.	AXA Affin General Insurance	Business Support Administrator	September 2013 – Present	Issue policy for Foreign Worker Compensation Scheme. Using AS400 system key in all the data and related cases regarding policy.

LANGUAGES

Language	Spoken	Written
Bahasa Malaysia	Excellent	Excellent
English	Very Good	Very Good
French	Basic	Basic

REFERENCES

1. Name : Carol Lazaroo
Contact Number : 012 – 2225324
Position : Department Executive
Company : AXA Affin General Insurance

2. Name : Izzat B. Zulkifly
Contact Number : 017-2901525
Position : Lecturer
Institution : UiTM

3. Name : Zain B Kutut
Contact Number : 016-6274619
Position : Lecturer
Institution : UiTM