

## RESUME

**NURUL AKHMA BINTI MOHD ISA**



**Address** : JKR 4956, Balai Polis Gelang Patah, Jalan Meranti, 81550, Gelang Patah, Johor

**Date Of Birth.** : 24 December 1988

**I/C No.** : 881224 - 01 - 6136

**Nationality** : Malaysian

**Marital Status** : Married

**Children** : 1

**Contact No.** : 017 - 734 8854

**E-mail** : [nurul00010@hotmail.com](mailto:nurul00010@hotmail.com)

### Personal Reference :-

**Name** : Mohd Najib Bin Mat Rose (Husband)

**Address** : JKR 4956, Balai Polis Gelang Patah, Jalan Meranti, 81550, Gelang Patah, Johor

**Contact No.** : 017 - 501 2013

**Name** : NurulHuda Binti Mohd Isa (Sister)

**Address** : JKR 4939, Qrts. Balai Polis Gelang Patah, Jln. Meranti, 81500, Gelang Patah, Johor

**Contact No.** : 012 - 721 4413

**Career Objective** : Willing to work in a dynamic, challenging and growth oriented company that allows me to utilize my knowledge and experience to contribute for the growth of the organization.

### **Employment History :-**

- 1) Irzak Engineer, Jalan Rawa, Taman Perling, Johor Bahru, Johor  
Office Secretary, Januari 2009 - November 2010  
Salary : RM800
- 2) Ceva Logistics, Kraft, Tampoi, Johor Bahru, Johor  
Admin Assistant cum Data Entry Clerk, November 2010 - January 2012  
Salary : RM1150

### **Responsibilities Include :-**

#### **1) Office Secretary**

- General Correspondence.
- Maintaining files.
- Faxing letters
- Receiving & sending E-mails.
- Preparing the minutes of the meeting.
- Handling incoming & outgoing calls
- Attending Visitors.
- Sorting Drawing
- Binding Drawing
- Colouring Drawing

#### **2) Admin Assistant**

- Handling Staff
- Record Attendance
- Key-in Staff's O/T and Salary
- Do Paper Work
- Updating Daily and Monthly Report, Matching Report
- Train New Staff
- General Correspondence
- Maintaining files

- Receiving & sending E-mails
- Handling incoming & outgoing calls
- Attending Visitors
- Key-in Product's Information
- Key-in Details of Transporter and Prepare DO, Invoice and Gate Pass For Them

**SPM Result :-**

| Subject          | Grade      |
|------------------|------------|
| Bahasa Melayu    | 2A (DUA)   |
| BAHASA INGGERIS  | 6C (ENAM)  |
| PENDIDIKAN ISLAM | 5C (LIMA)  |
| SEJARAH          | 4B (EMPAT) |
| MATEMATIK        | 7D (TUJUH) |
| FIZIK            | 8E (LAPAN) |
| KIMIA            | 8E (LAPAN) |

**Highest Qualification :-**

- Cosmopoint International University College,  
Johor Bahru Johor (November 2007 - May 2010)  
**Diploma in E-Secretaryship**  
**Final CGPA : 2.85**

**Professional Skills :-**

- Human Resource Management
- Office Procedure
- Administrative Office Management
- Public Relation
- Business Mathematics
- Business Communication
- Keyboarding
- Windows

- Creative & Critical Thinking
- Commercial Law
- Microsoft Office (Word, Excel, Power Point, Publisher)

#### Special Skills :-

- Ready to face challenges.
- Sincere, dynamic and hard-working.
- Typing Speed: 52 words per minute.
- Communication & Writing Skills: Malay (Fluent) English (Good)

**Hobbies** : Reading Books, Listening Music, Watching Movies

#### Typing Test Result :-

10FastFingers.com

Words per minute (WPM) **52**

Keystrokes 262

Correct words **42**

Wrong words **0**

You are better than 92.25% of all users (position 69 of 890 - last 24 hours)