

RESUME



Nurafidah Binti Samsuir

Contact Details

Correspondent Address : 105, Jalan Tembikai 15, Tmn Kota Masai ,81700 Pasir Gudang Johor
Permanent Address : 55, Jalan Surau, Kg Melayu Pandan, 81100 Johor Bahru Johor
Mobile No. : 013-6743398 / 012-7243198
Email : sabrina.afidah@gmail.com

Personal Particulars

Age : 21 years
Date of Birth : 28 May 1990
Nationality : Malaysian
Gender : Female
Marital Status : Single

Qualification

Qualification : Diploma
Field of Study : Business Management
Institute/University : Kolej Poly-Tech Mara(KPTM)Bangi, Malaysia
Grade : Pass
Graduation Date : June 2011

Qualification : SPM
Field of Study : Commerce
Institute/University : Sek.Men.Teknik Perdagangan Johor Bahru
Grade : Pass (2 A's)
Graduation Date : 2007

Text Resume / Additional Info

OBJECTIVE POSITION:

~ All related

SUMMARY OF QUALIFICATION:

- ~ Diploma holder in Business Management
- ~ Practical at Pejabat Pembangunan Persekutuan Negeri Johor
(Unit Penyelarasan & Pelaksanaan Jabatan Perdana Menteri)

PERSONAL TRAITS AND ATTITUDE:

- ~ Excellent - Cultural communication skills
- ~ High responsibilities to the task given.
- ~ Passion for continuous learning and personal growth.
- ~ High motivated and talented with strong desire to excel.

AFFILIATIONS:

- ~St John Ambulance Malaysia, member 2005-present
- ~Persatuan Seni Silat Pusaka Gayong, member 2007-present

Job Preferences

Willing to Travel : Yes
Willing to Relocate : Will Consider
Possess Own Transport : Yes

References

Name : Mdm. Siti Hajar Binti Mohd
Relationship : Person In Charge (During Internship)
Position : Pegawai Tadbir & Diplomatik
Company : Pejabat Pembangunan Persekutuan Negeri Johor(UPP,JPM)
Telephone : 07-2234777
Email : sitihajar@jhr.icu.gov.my

Name : Mdm. Rosiha Binti Othman
Relationship : Mentor
Position : Lecturer
Company : KPTM, Bangi
Telephone : 013-9645843
Email : -

Experience

Experience Level : Fresh Graduate

Employment History

Company Name : Pejabat Pembangunan Persekutuan Negeri Johor (UPP,JPM)
Position Title : Practical Student
Position Level : Fresh/Entry Level
Specialization : Management/Administrative Support
Industry : Government
Duration : Jan 2011-April 2011
Monthly Salary : MYR -
Work Description :

- ~Chairman for the meeting of 'Bicara Ilmu' 2011,PPPNI.
- ~Handling about recording minutes of meetings.
- ~ Assisting Human Resource Manager in daily duties.
- ~Assisting all the disciplinary issue.
- ~ Cover all the administration works.
- ~ Assist to preparing and control stock for Stationeries and store maintenances
- ~ Assist to handling and manage data about course and training for all staff.
- ~ Assist to manage all program and activity about increasing productivity
- ~ Assist to manage all office assets.
- ~Assist to manage Customer Service.
- ~Assist to handling and manage all incoming-letter and distribute to officer.

Skills

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Years	Proficiency
MS Word	5	Intermediate
MS Powerpoint	5	Intermediate
UBS	4	Intermediate

Languages

(**Proficiency: 0=Poor** - 10=Excellent)

Language	Spoken	Written
English	7	7
Bahasa Malaysia	10	10

KEMENTERIAN PELAJARAN
MALAYSIA



MINISTRY OF EDUCATION
MALAYSIA

LEMBAGA PEPERIKSAAN MALAYSIA
MALAYSIAN EXAMINATIONS SYNDICATE

Calon yang tersebut namanya di bawah telah mengambil
Peperiksaan Sijil Pelajaran Malaysia dan berkelayakan menerima

SIJIL PELAJARAN MALAYSIA

Calon ini telah mencapai kelulusan seperti yang tercatat di bawah
bagi mata pelajaran berkenaan:

NURAFIDAH BINTI SAMSUIR
SM TEKNIK PERDAGANGAN

Mata Pelajaran
[Subject]

BAHASA MELAYU
BAHASA INGGERIS
PENDIDIKAN ISLAM
SEJARAH
MATHEMATICS
PENGAJIAN KEUSAHAWANAN
PRINSIP PERAKAUNAN
PHYSICS

900528-01-6320 TB153A114

Peringkat
[Grade]

1A (SATU)
4B (EMPAT)
2A (DUA)
5C (LIMA)
8E (LAPAN)
4B (EMPAT)
7D (TUJUH)
8E (LAPAN)

JUMLAH MATA PELAJARAN LAPAN
PEPERIKSAAN TAHUN 2007
070221767



Pengarah Peperiksaan
[Director of Examinations]

Kementerian Pelajaran Malaysia
[Ministry of Education Malaysia]

AA 1528680

[Silalahat sebelah]



UBS SOFTWARE (JOHOR) SDN BHD
(218628-D)

This is to certify that

Nurafidah Binti Samsuir
(I/C NO: 900528-01-6320)

has sat for UBSJ Certificate Examination

and

qualified for the award of a

UBSJ CERTIFICATE

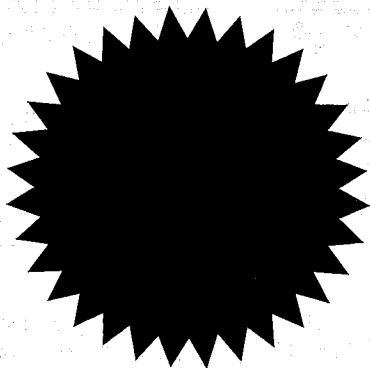
The candidate passed in the subjects named

Paper

Paper 2 – 201 – UBS Computerised Accounting

Grade

Credit



UBSJ: 21609

A handwritten signature in black ink, likely belonging to the Chairman of the examination centre.

Chairman

Examination Centre: Johor Bahru

Date: December 2007



KPTM KOLEJ POLY-TECH MARA

Kampus Cawangan Bangi,
Seksyen 14, Teras Jernang,
43660 Bandar Baru Bangi,
Selangor.
Tel: 03-89259778 Fax: 03-89257045
<http://www.kptm.edu.my>

KPTM : BG/PAR/6-8 (169)
Tarikh : 16 Mei 2011

KEPADA SESIAPA YANG BERKENAAN

Tuan/Puan,

PENGESAHAN PELAJAR

Nama Pelajar : NURAFIDAH BINTI SAMSUIR
No. Kad Pengenalan : 900528016320
No. Kad Pelajar : PTM080707306
Kursus : DIPLOMA IN BUSINESS MANAGEMENT

Sukacita pihak kolej mengesahkan bahawa penama di atas adalah merupakan penuntut Kolej Poly-Tech MARA Bangi. Beliau telah mendaftar pada Julai 2008 dan sekarang beliau adalah pelajar semester 6. Beliau dijangka bergraduasi pada Oktober 2011.

Sehubungan dengan itu, mohon kerjasama pihak tuan/puan agar dapat mempertimbangkan permohonan pelajar ini.

Kerjasama dari pihak tuan/puan dalam perkara ini, kami dahului dengan ribuan terima kasih.

Sekian.

"1 MALAYSIA"

Yang benar,

ROSIMA BINTI MUSA
Eksekutif Unit Perkhidmatan Akademik
b/p, Timbalan Pengarah (Akademik)

KEUSAHAWANAN KERJAYA PILIHAN



KOLEJ POLY-TECH MARA

TEMPORARY ACADEMIC TRANSCRIPT

Name : NURAFIDAH BINTI SAMSUIR
 Programme : DIPLOMA IN BUSINESS MANAGEMENT
 NRIC : 900528016320
 Student ID No : PTM080707306

Admission year : JUL 2008
 Graduation year :
 Status :

SEMESTER	SUBJECT CODE	SUBJECT NAME	CREDIT HOURS	GRADE	GRADE POINT	GPA	CGPA
Jul-08	ACF132	PRINCIPLES OF ACCOUNTING I	3	A-	11.01		
	ENG121	INTERACTIVE ENGLISH	3	B-	8.01		
	MAT151	BUSINESS MATHEMATICS	3	C-	5.01		
	MPW1133	PENGAJIAN MALAYSIA	3	B-	8.01		
	PED161	VOLLEYBALL	1	B+	3.33		
	PPP221	PRINCIPLES OF MANAGEMENT	3	B-	8.01		
	PPT143	INFORMATION TECHNOLOGY IN BUSINESS	3	C+	6.99	2.65	2.65
Desc-08	ACF143	PRINCIPLES OF ACCOUNTING II	3	B+	9.99		
	ENG142	INTERACTIVE ENGLISH II	3	C	6.00		
	MAT262	INTRODUCTION TO STATISTICS	3	C+	6.99		
	MPW1143	PENGAJIAN ISLAM	3	A	12.00		
	PED151	SPORTS SCIENCE	1	B-	2.67		
	PPE133	MICROECONOMICS	3	C+	6.99		
	PPR222	PRINSIP PEMASARAN	3	B-	8.01	2.77	2.71
May-09	PPB244	BUSINESS COMMUNICATION	3	B-	8.01		
	PPE234	MACRO ECONOMICS	3	B-	8.01		
	PPM223	PRINCIPLES OF SELLING PRACTICE	3	B-	8.01		
	PPP233	ORGANIZATIONAL BEHAVIOUR	3	B-	8.01		
	PPP245	HUMAN RESOURCE MANAGEMENT	3	B+	9.99	2.80	2.74
Desc-09	ACK255	MANAGEMENT ACCOUNTING	3	C	6.00		
	INI256	PERNIAGAAN ISLAM	3	A	12.00		
	PPN254	ENTREPRENEURSHIP I	2	B+	6.66		
	PPT264	E-COMMERCE CONCEPTS	3	B	9.00		
	PPU265	COMMERCIAL LAW	3	C+	6.99		
	PPW244	INTRODUCTION TO FINANCE	3	B-	8.01	2.86	2.77
Jul-10	ENG276	PUBLIC SPEAKING	3	A-	11.01		
	INK226	CAREER MANAGEMENT	1	A	4.00		
	PPN255	ENTREPRENEURSHIP II	1	A	4.00		
	PPN275	INTERNATIONAL BUSINESS	3	B+	9.99		
	PPP276	OPERATIONAL MANAGEMENT	3	C-	5.01		
	PPW265	INVESTMENT ANALYSIS	3	B-	8.01	3.00	2.81

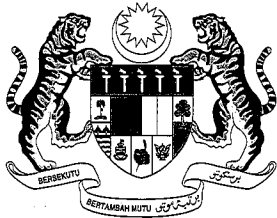
*** END OF RECORDS ***

Credit Hours Earned :
 Credit Exempted :
 CGPA :
 Remark :
 Date : 16th May 2011

Signed

Registrar

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فجابت قمبرفونى نكرى جوهر

PEJABAT PEMBANGUNAN NEGERI JOHOR
UNIT PENYELARASAN PERLAKSANAAN
JABATAN PERDANA MENTERI
JOHOR BAHRU
Email : admjhr@jhr.icu.gov.my



Telefon : 07 - 223 4777
Fax : 07 - 226 8020 (PKNJ)
07 - 226 8040 (TPKNJ)
07 - 226 8030 (Sek.Khas)

Ruj. Kami : UPP: PPNJ/177/491/1/ Jld.2 (24)

Tarikh : 7 Jamadilawal 1432
11 April 2011

Kepada sesiapa yang berkenaan

Tuan,

**SURAT PENGESAHAN LATIHAN INDUSTRI PELAJAR
KOLEJ POLY-TECH MARA BANGI , SELANGOR
BAGI NURAFIDAH BINTI SAMSUIR**

Dengan hormatnya saya merujuk kepada perkara di atas .

2. Dimaklumkan bahawa Nurafidah Binti Samsuir No. kad pengenalan 900528016320 merupakan seorang pelajar Kolej Poly-Tech Mara, Bandar Baru Bangi, Selangor (Diploma Pengurusan Perniagaan (AB101) yang telah menjalani latihan Industri di Pejabat Pembangunan Persekutuan Negeri Johor, Unit Penyelarasan Pelaksanaan, Jabatan Perdana Menteri (ICU, JPM) selama 3 bulan iaitu mula 10 Januari 2011 hingga 11 April 2011.

3. Sepanjang tempoh beliau menjalankan latihan industri di pejabat ini, beliau telah menunjukkan komitmen yang tinggi dan cepat mempelajari setiap ilmu yang diberikan disamping menjalankan tanggungjawab yang diamanahkan dengan baik dan cermelang. Semoha beliau dapat meneruskan prestasi yang baik di masa-masa yang akan datang.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menurut perintah,

(SITI HAJAR BINTI MOHD)

b.p. Pengarah Pembangunan Negeri Johor,
Unit Penyelarasan Pelaksanaan,
Jabatan Perdana Menteri.

Mydokumen/Pengurusan/Surat Latihan Industri/Mara 11



CERTIFIED TO ISO 9001 : 2000
CERT. NO. : AR 4494



CERTIFIED TO ISO 9001 : 2000
CERT. NO. : AR 4494