

NOOR ATIQA BINTI MUHAMMAD GHOZALI

NO.279, JALAN TKP 7,
TAMAN KANTAN PERMAI, 43000 KAJANG



Email : ikaghozali@gmail.com

Tel : +6.014. 924 5242

Profile

- Age : 23
- Marital Status : Single
- Nationality : Malaysian
- License : D
- Birthday : 18 July 1990
- Gender : Female
- IC No : 900718-14-5246

Education

- 2010-2013 [CGPA :3.05]**
University Technology Mara (UiTM) Jengka Campus
Bachelor In Office Systems Management
- 2008-2010 [CGPA :3.40]**
University Technology Mara (UiTM) Jengka Campus
Diploma In Office Management & Technology
- 2003-2007**
Sekolah Menengah Kebangsaan Saujana Impian
SPM, (6A,3B, 1C), PMR
- 1997-2002**
Sekolah Kebangsaan Sungai Kantan
UPSR

Curricular Activities

Degree Level

- Organizer for Faculty's Family Day
- Organizer for Faculty's Family Camp
- Representative for Netball Tournament between faculty

Diploma Level

- Committee member of Public Speaking
- Committee member of National Thoughts
- Representative for Netball Tournament between faculty
- Participate in 1 Malaysia Orienteering Programme under IPTA at Pekan Pahang

School Level

- Secretary of History Club
- Secretary of Silat Gayung Fatani Club
- Represent in netball for Inter School

Ability

- Able to work under pressure
- Able to work in team
- High level of confidence
- Punctual

References

- Zuria Akmal Binti Saad
Industrial Training Coordinator (BM232)
Faculty of Business Management
26400 Bandar Jengka
Pahang Darul Makmur
Tel : 09.460.2449 Fax : 09.460.2455

Languages

1. Bahasa Melayu (Fluent) 2. English (Fluent) 3 Mandarin (Basic)

Achievements

I have been on the dean's list for one semester (part one) in diploma level at UiTM which has achieved GPA 3.50 and above

Working Experiences

Administration Executive

Company Name : H & Rika Sdn Bhd
Company Address : #1-1, Jalan PUJ 3/11, Taman Puncak Jalil,
Bandar Putra Permai, 43300 Seri kembangan
Selangor Darul Ehsan

Job Description

Prepare quotation, Invoice, Local order, Handling call, Filling, Assist day to day office operation, Handling staff leave, Monitoring company facebook page, Prepare minutes of meeting.

Prepare Tender Tear Smoke Grenade & Shell Tear Smoke -PDRM

Salary (RM) : RM1500.00
Starting Year : 3 December 2013 - Present

Management Service Assistant - Pratical Training

Company Name : Majlis Perbandaran Kajang Selangor
Company Address : Menara MPKj, Jalan Cempaka Putih, Off
Jalan Semenyih,43000 Kajang Selangor.

Job Description

Provide practice management and administrative support services to department

Salary (RM) : RM400.00
Starting Year : 2012
Ending Year : 2012

Skills

