



NURUFATIHAH BINTI MOHAMAD NASIR  
NO 7, JALAN SU 34,  
TAMAN SELAYANG UTAMA,  
68100 BATU CAVES, SELANGOR.  
Tel No : +6014-6055931  
E-mail : nurufatihahnasir@yahoo.com

**Job Application : Position (HR Department)**

**PERSONAL DETAILS**

NRIC	: 920804-11-5658
Date of Birth	: 04 August 1992
Age	: 24 Years Old
Nationality	: Malaysian
Race	: Malay
Religion	: Islam
Gender	: Female
Marital Status	: Single

**EDUCATIONAL BACKGROUND**

1. Tertiary Education :

**Bachelor's Degree**

Field of Study	: Bachelor of Business Administration (hons.) Human ` Resource Management
Institute / University	: Universiti Teknologi Mara (UITM)
Location	: Bandaraya Melaka
Graduation Date	: January 2017
Cgpa	: 3.51

**Diploma**

Field of Study	: Diploma in Art and Design (Textile Design)
Institute / University	: Universiti Teknologi Mara (UITM)
Location	: Chendering, Terengganu
Graduation Date	: 14 May 2014
Cgpa	: 3.51

## 2. Secondary Education :

Name of Institution : Sek. Men. Keb, Kepong  
Location : Jalan FRIM, 52100 Kuala Lumpur Kepong, Selangor  
Qualification : Sijil Pelajaran Malaysia ( 2009)

SKILLS				
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<u>Computer Skills:</u>	<u>Individual Competencies:</u>
Microsoft Office Word	Teamwork
Microsoft Office Power Point	Communication
Adobe Photoshop	Independence
Adobe Illustrator	Leadership
Movie Maker	Self-Discipline
Video Editor	Adaptability
3D MAX	Motivated

LANGUAGES				
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	1 Weak	2 Pass	3 Average	4 Good	5 Excellent
	Spoken		Written		
Bahasa Malaysia	:	5	5		
English	:	3	3		
Mandarin	:	2	1		

EXTRACURRICULAR ACTIVITIES
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Pergerakan Puteri Islam Malaysia (Committee Member)

PERPIS (Committee Member)

Club Secretary

Kelab Reka Cipta (Vice President)

Program Facilitator

Registration Program (Committee Member)

Bureau Chief in Printing (Program)

## PREVIOUS EMPLOYMENT

PUSAT PAKAIAN HARI-HARI SDN.BHD

SEUTIC PACK SDN.BHD

ONE MY CHOICE

OMBAK EMBROIDERY

## REFERENCES

NAME	POSITION	TEL NO
<b>Helmy Fadlisham Bin Abu Hasan</b>	Lecturer UiTM, Melaka	012-6021977
<b>Hayati Binti Mohamed</b>	Area Manager Pusat Pakaian Hari-Hari Sdn. Bhd	019-2889269