



Nurhazlin Suraya bt Abd Marlik Hakim  
No. 40, Jalan Intan 1/5, Taman Intan  
86000 Kluang Johor  
Phone: 013-7666566  
Email: surayamarlik94@gmail.com

#### OBJECTIVES

To best utilize my knowledge and skills for the job in your company besides to gain more experience and to improve myself in career enhancement and looking for new and competitive working environment.

#### PERSONAL DATA

IC No	: 940206-06-5142	Date of Birth	: 06 Feb 1994
Age	: 23	Gender	: Female
Nationality	: Malaysian	Maritul Status	: Single
Permanent address	: No.40 Jalan Intan 1/5, Taman Intan, 86000 Kluang, Johor		

#### EDUCATION BACKGROUND

<b>Bachelor of International Business Management with Honour</b> University Utara Malaysia	<b>Sept 2013- Now</b>	<b>CGPA: 2.77</b>
<b>Matriculation certificate (Course accounting)</b> Perlis Matriculation College	<b>2012-2013</b>	<b>CGPA: 3.02</b>
<b>Sijil Pelajaran Malaysia (SPM)</b> SMK Sultan Ismail Kemaman	<b>2011</b>	<b>4A 2B 2C 2D</b>
<b>Penilaian Menengah Rendah (PMR)</b> SMK Sultan Ismail Kemaman	<b>2009</b>	<b>6A 2B</b>

## EXTRA CURRICULAR ACTIVITIES

Landskap (Kokorikulum)	Biro Jamuan	2013
University Cultural Festival (UCF)	Participants	2013
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Adventerous Journey	Participants	2014
MISC Entrepreneurship Carnival	AJK Protokol	2015
Global Collaboration (X-Culture)	Participants	2015
Graduate Employability Enhancement (G2E)	Participant	2016
Kursus Etika Majlis	Participants	2016

## WORK EXPERIENCE

- Helping my father with his restaurant
- Had an experienced in management of the flow of financial transactions in and out of the company
- Had an experienced in managing stocks using company system ( updating stocks )
- Experienced in managing office administrative matters
- Had an experience in teaching English subject for primary students

## SKILLS

- Fluent in two language : Malay and English
- Proficient in of Word and PowerPoint
- Excellent interpersonal skills with the ability to contribute as a team player.
- Have a good communication skills

## PERSONAL QUALITIES

- Hardworking, independent and highly motivated with a pleasant personality and great enthusiasm.
- Eager to learn new things.
- Able to work in group and individual environment.
- Ability to do many tasks at one time ( multitasking )

## REFERENCES

**NOR LELA BINTI TUMPANG**  
**PEGAWAI MARA DAERAH KLUANG**  
**EMAIL: [nlela@mara.gov.my](mailto:nlela@mara.gov.my)**  
**No Hp: 0197153574**

