

RESUME



NUR ' ATYIAH NASYITAH BINTI AZIZ

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Taman Sukma, 93050, Kuching,
Sarawak.*

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PERSONAL PARTICULARS

Date of Birth	: 24th February 1996	Place of Birth	: Kuching
Marital Status	: Single	Nationality	: Malaysian

EDUCATION

June 2014 – June 2018	Politeknik Mukah, Sarawak KM7.5, Jalan Oya, 96400 Mukah	Diploma in Information Technology (Programming) CGPA - 3.23
2009-2013	Sekolah Menengah Kebangsaan Semerah Padi, Kuching	Sijil Pelajaran Malaysia Distinction in Bahasa Malaysia, English, Pendidikan Seni Visual, Pendidikan Agama Islam, Kesusasteraan Melayu and Science.

WORK EXPERIENCE

2016	Final Year Project, (E-Rekod Sahsiah Murid) Politeknik Mukah, Sarawak KM7.5, Jalan Oya, 96400 Mukah	Exposure Gained: - Good communication skills - Team works
2017	Practical at Jabatan Agama Islam (Bahagian Kemajuan	Exposure Gained: - Good communication skills

	Institusi Masjid) Jabatan Agama Islam Sarawak (Kuching), Majma' Tunku Abdul Rahim Muad'zam Shah, Lorong P.Ramlee, 93400, Kuching Sarawak	- Team works - Can do the work with the staffs.
2017	Admin Assistant Shunto Steel Industries Sdn Bhd. 756, Jalan Demak Maju, Demak Industrial Park Phase 3, 93050 Kuching, Sarawak	Exposure Gained : Admin Assistant : - Filling the documents. - Open bill for Invoice. - Take order from customer. Purchasing Assistant - Knowledge in Purchasing - Open Purchase Order - Do the Qoutation.

EXTRA CURRICULAR ACTIVITIES

2016	Majlis Perwakilan Pelajar, Politeknik Mukah, Sarawak KM7.5, Jalan Oya, 96400 Mukah	Job Responsibilities: Exco Keusahawanan, Latihan & Kerjaya. - Chairperson MPEC Politenik Mukah Sarawak.
2015	Society of IT Students(SITS), Department of Information Communication & Technology, Politeknik Mukah, Sarawak KM7.5, Jalan Oya, 96400 Mukah	Job Responsibilities: Timbalan Presiden 2 - Assist the chairperson
2014	Club Dart PMU , Politeknik Mukah, Sarawak KM7.5, Jalan Oya, 96400 Mukah	Job Responsibilities: Timbalan Pengarah 2 - Assist the chairperson

SKILLS & STRENGTHS

- ☐ Proficient in Microsoft Word, PowerPoint and Excel.
- ☐ Able to work under pressure and deliver high -standards products.
- ☐ Fluent in written and speak in Bahasa Malaysia and English.
- ☐ High level of commitment to respect deadlines.
- ☐ Ability to express clearly and capable of engaging in a team discussion of an issues as well as excellent command in English.
- ☐ Proficient in Adobe Photoshop.

- ❑ Able to work as a team member and work independently with minimal supervision.
- ❑ Applicants should be Malaysian citizen.

REFERENCES

The following persons have agreed to provide any additional information regarding my qualifications and character:

Encik Estree Bin Ishak
Penasihat Akademik
Politeknik Mukah, Sarawak
KM7.5, Jalan Oya,
96400 Mukah
Tel: 012-8582583

Ustazah Rafeah Binti Buang
Ketua Penolong Pengarah Bahagian Kemajuan
Institusi Masjid,
Jabatan Agama Islam Sarawak (Kuching),
Majma' Tunku Abdul Rahim Muad'zam Shah,
Lorong P.Ramlee,
93400, Kuching Sarawak
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