



NURULAIN FARAHANA NATASHA BINTI MOHD NORHAKIM

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) FINANCE

CONTACT

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No 26, Taman Kelana,
Jalan Kelana Off Jalan Langgar,
05460 Alor Setar, Kedah.

PROFILE

A Bachelor graduate from University Technology Mara (UiTM) in Business Administration Finance with several working experiences.

Extremely motivated to constantly develop skills and grow professionally.

EDUCATION

2014-2016

UiTM MERBOK, KEDAH

Bachelor of Business Administration
(Hons.) Finance
CGPA : 3.89/4.00

2011-2014

UiTM MERBOK, KEDAH

Diploma in Banking
CGPA : 3.89/4.00

2008-2009

MRSM PDRM, KULIM

Sijil Pelajaran Malaysia (SPM)
5A 2B 3C

EXPERIENCES

APR 2017 - OCT 2017

ROKIAH GARMENTS & SERVICES

Account Executive

- Preparation of monthly financial statements : B/Sheet, Statement of Income and Expenditure.
- Administer the account payable function, maintain appropriate records and ensure company's bills are paid on time and are not overcharged.
- Ensure the claims from staff are properly authorised and proof attached.
- Cash Management : Maintain bank balance information, maintain Petty Cash records and maintain Cash Book data entry.
- Ensure in/out cash flow are recorded.

AUG 2016 - JAN 2017

JABATAN PERANGKAAN KEDAH

Pembantu Perangkaan (E17) S

- Assist in processing Economic Census Form.

JAN 2016 - MAY 2016

PERBENDAHARAAN NEGERI KEDAH

Intern

- Assist in checking the collected statements and daily collections of the government's department.
- Accurate data entry on state assets.
- Sorting and filing the credit card receipts.

AWARDS

2014 & 2017

VICE CHANCELLOR'S AWARD

- A distinction award for students who have completed their study and obtained the Dean's List Award in every semester throughout the duration of the study.

2011 - 2016

DEAN'S LIST AWARD

- A distinction award for students who have obtained GPA of 3.50 and above for at least 12 credit units in a semester.

2014

BEST STUDENT AWARD FOR DIPLOMA IN BANKING

- Award for student who have obtained the highest CGPA out of overall students in the program.

2014

BEST STUDENT AWARD FOR FACULTY OF BUSINESS MANAGEMENT

- Award for student who have obtained the highest CGPA out of overall student in the Faculty.

REFEREES

PN. NAJAH BT MOKHTAR **Lecturer**

UiTM Merbok Kedah,
P.O Box 187,
08400 Merbok, Kedah.
04-4562508

PN. SYUKRIAH BT ALI **Lecturer**

UiTM Merbok Kedah,
P.O Box 187,
08400 Merbok, Kedah.
04-4562559

PERSONAL SKILLS

- The ability to work under pressure and multitasking.
- Successful working in a team environment as well as independently.
- Has excellent attention to detail.
- Has willingness to work long hours when necessary.
- The ability to work within deadlines as well as maintained an organized work.

PROFESSIONAL SKILLS

Problem Solving



Self-Leadership



Critical Thinking



Languages (Proficient in Malay and English)

Basic computer skills (Ms Word, Ms Excell, Ms Powerpoint)

ACTIVITIES

2017 Participant of Skim Latihan 1 Malaysia (SL1M) under Khazanah Nasional.

2016 Participant of Team Building Camp held by Perbendaharaan Negeri Kedah.

2015 Food Comittee for conference in 'Issues on Economic, Finance and Management'.

2015 Represent UiTM Kedah for 1st Intercampus Financial Planning Quiz 2015.

2014 Comitee members of community service.