

NUR JANNAH BT MOHAMED YAMIN

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OBJECTIVE

To work with established company in order to learn and gain working experience as well to gain self development and motivation

EDUCATION BACKGROUND

BACHELOR OF SCIENCE IN HOUSING BUILDING AND PLANNING | 2013-2016 | USM PENANG

- Major: Construction Management
- CGPA: 2.74

PENANG MATRICULATION COLLEGE | 2012-2013 |

- Subjects taken:
 - i) Physics
 - ii) Mathematics
 - iii) Science computer
 - iv) Chemistry
- CGPA: 3.06

SEKOLAH MENENGAH KEBANGSAAN BUKIT JAMBUL | 2007-2011 |

- PEPERIKSAAN MENENGAH RENDAH: 5A 3B
- SIJIL PELAJARAN MALAYSIA: 1A 3A- 1B+ 2C+ 1C 1D

ACTIVITIES INVOLVED

Activities	Position	Year
Kursus Pra Perkahwinan	Highest Committee members	2013

Karnival Keusahawanan USM (USMEC)	Small Committee members (protocol)	2014
Jom Sunting Fotografi dan Photoshop	Participant	2013
Program Minggu Orentasi bagi Pusat Pengajian Perumahan Bangunan dan Perancangan	facilitators	2014

LANGUAGE SKILLS

Bahasa	Writing	Reading	Speaking
Bahasa Malaysia	Excellent	Excellent	Excellent
English	Good	Good	Moderate

COMPUTER SKILLS

Microsoft Word	Excellent
Excel	Good
Internet Access	Excellent
Power Point	Excellent
Photo editor software	Mostly used photoscape software
Video editor software	Mostly used movie maker and sony vegas

WORK HISTORY

SALES ASSISTANT| DAISO QUEENSBAYMALL | JUN-OGOS 2013

- o earned how to keep all the products in order and neat.
- o Liase with customers and be patient in fulfill their desired
- o Learnt their best management practice from the management team

SALES PROMOTER | ANAKKU JUNIOR SUNSHINE PENANG | OKTOBER-DISEMBER 2010

- o Interacted with people and treated them wisely in order to promote our products
- o Be punctual with time

SALES ASSISTANT | FAR EAST INTEGRATED ENTERPRISE | SEPT-NOVEMBER 2016

- o Learnt how to work faster during peak time
- o Had experience handling photostat machine and setting document for printing

LATIHAN INDUSTRI (JUN – SEPTEMBER 2015)

Finished to undergo training in industry Development Department, the City Council of Penang is located in Georgetown

Works created during the industrial training:

- a) Monitoring of the project site and write reports
- b) Attend meetings
- c) reception of documents

Personal Skills

- Fast learner and ready to learn from people
- Able to suit myself with new environment

INTEREST

- Reading

REFERENCE

Mohd Hanizun Hanafi (Dr.)
E08/005 Universiti Sains Malaysia
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