

Nurhazirah bt Abdullah  
No.60, Lorong Murni,  
Kuala Sungai Baru,  
02700 Simpang Empat,  
Perlis.

Sir/Madam,  
APPLICATION LETTER

Referring to the above. It is intended to apply for any position in accordance with the entitlement.

I am keen to contribute to the operation of this organization with a great heart after discovering that the organization has successfully implemented its operations smoothly in channeling its services.

I hereby attach a resume and relevant copy of certificates for your reference. For more information, I can be reached at +6019 510 8469 or email at [nhazirahabdullah@gmail.com](mailto:nhazirahabdullah@gmail.com). Your attention and feedback will be appreciate.

Sincerely,

**hazirah**

Nurhazirah bt Abdullah  
Applicant

## RESUME



Nurhazirah bt Abdullah  
No. 60, Lorong Murni, Kuala Sungai Baru,  
02700 Simpang Empat, Perlis.  
Hp. No.: 019-510 8469  
E-mail: [nhazirahabdullah@gmail.com](mailto:nhazirahabdullah@gmail.com)

### PERSONAL DETAILS

- Date of Birth : 8 September 1993
- Age : 25 Years
- Origin : Perlis
- Marital Status : Single
- Citizen : Malaysia
- Races : Malay
- Driving License : B2 and D
- Vehicles : Motorcycles and Cars

### QUALIFICATIONS

- **Universiti Teknologi Mara** : Bachelor Degree (Hons.)  
Office System Management  
November 2013 – August 2016  
CGPA 3.51
- **Universiti Teknologi Mara** : Diploma  
Office Management and Technology  
September 2011 – May 2014  
CGPA 3.72
- **Sekolah Menengah Kebangsaan Syed Saff** : Sijil Pelajaran Malaysia (SPM)  
Social Science (Accounting)  
2008-2010  
2 A+, 4 A, 1 A-, 1 B+, 2 B, 1 C

### SKILLS

- Conduct clerical and administrative tasks
- Microsoft Office (Word, Power Point, Excel, Access, Publisher)
- Short hand writing (35 w.p.m)
- Keyboarding/Typing skills (40 w.p.m)
- Mandarin Language
- Fluent in speaking or writing Malay and English
- Electronic records
- Filing
- Event management
- PDF Sam
- Foxit Reader
- Structured Query Language (SQL)

- Drafting and preparing correspondence and official documents
- Statistical Packages for Social Science (SPSS)
- Adobe Photoshop
- AutoCAD
- Online marketing

## **WORKING EXPERIENCES**

- **Perunding Iza'd Sdn. Bhd.**

**Lot 107, Tingkat 2,  
Kompleks Sultan Abdul Hamid,  
05050 Alor Setar, Kedah.**

15 May 2017 – 14 December 2017

Position: Admin Executive (SL1M Contract)

Responsible for managing received e-mails by recording and storing relevant information into the system and storing copies of them into files according to the relevant project. It is also entrusted with the preparation of documents and letters related to the authorities such as Tenaga Nasional Berhad (TNB), Municipal Council, Malaysian Communications and Multimedia Commission (MCMC), and others. Applications like PDF Sam, Foxit Reader, Paint.Net, Thunder Bird, AutoCAD and so on are used to merge documents, edit and print them. At the same time, customer-related matters are also handled primarily with incoming calls and assisting engineers. Assist in invoice payment, project's claim, payroll and record accounts transaction.

- **Majlis Agama Islam & Adat Istiadat Melayu Perlis (MAIPs)**

**A2, Taman Pengkalan Asam,  
Jalan Tuanku Syed Putra,  
01000 Kangar, Perlis.**

1 February 2017 – 28 April 2017

Position: Administrative Officer (Gred N41)

Project: *"Bancian Asnaf Negeri Perlis 2017"*

Conduct census affairs based on the proposed name of the asnaf from Village Committee Members (JKKK) and Amil Kariah. Asnaf is divided into categories of abandoned, economic activities of the head family and types of housing needs to be assists. Upon completion of the census for all proposed name, the information obtained during the census of each proposed asnaf house was subsequently enrolled into a special census system. Copies of their documents and information are then filed and stored according to qualification category of assistance. Once every 3 weeks, an interim report is made available to the Chief Executive Officer of MAIPs to report about an ongoing census project developments. The final check-up is made by ensuring that the amount of asnaf enumerated and recorded in the system is the same as the proposed name. Once all information has been updated, the final report is provided including an action plan for this findings to be reported to the Council.

- **Advance Chicken Sdn. Bhd.**

**Jejawi, Perlis.**

8 January 2017 – 29 January 2017

Position: Account Clerk

Perform tasks separating and compiling invoice copies per customer account. Every customer's purchase information is recorded into the SQL system to update the balance of the debtor's account. Each invoice is also recorded in the related debtors' books. Once recorded, the copy of the invoice is then filed according to the date of the invoice was issued. Debt settlement related transactions need to be dealt with for each debtor account.

- **United Sheet Piles Sdn. Bhd.**

**Kuala Perlis, Perlis.**

4 November 2016 – 31 December 2016

Position: Clerk

Prepare quotation according to customer's specifications and requirements and get approval from the boss. Regularly, incoming email will be handled by recording and printing as well as executing boss instructions as an action on the matter if it requires any action. Also responsible for matters related with preparing letter.

- **GD Express Sdn. Bhd.**

**No. 19, Jalan Tandang,**

**46050 Petaling Jaya,**

**Selangor.**

3 August 2015 – 27 December 2015

Position: Admin Assistant

Managing, administering, coordinating and conducting activities related to the general administration of the office, particularly in the management of courier services and internal affairs and being entrusted with the handling of money for "Cash on Delivery (COD)", recording and other matters related. Provide, record and transmit the stock of essential items requested by each branch such as raincoat for courier, company's t-shirt, stationery and so on. Recording and updating customer account information for COD purchases for purchase of goods from "ZALORA" and "GO SHOP". Also responsible to received customer calls in order to arrange for pick up or delivery services.

## **REFERENCES**

**Muhammad Adam bin Husain Marican**

**Position: Electrical Engineer**

Hp. No.: 019-427 4872

Kampung Ketol,

06000 Jitra,

Kedah.