

## RESUME

**NUR ATIKAH BINTI HASHIM**  
PETI SURAT 20, KAMPUNG SAKAR SUNGAI  
17030, PASIR MAS KELANTAN  
PHONE NO. : 019 - 3444690  
EMAIL: tieykah\_hashim@yahoo.com



### PERSONAL DETAILS

**Age** : 24 Years Old  
**I/C No.** : 930419035992  
**Date Of Birth** : 19th April 1993  
**Place Of Birth** : Hospital U.S.M Kelantan  
**Gender** : Female  
**Marital Status** : Single  
**Nationality** : Malaysia  
**Licence** : B2 & D

### OBJECTIVE

To build your organisation with my skills, experiences, capability and what I have learned during my study. I'm also want improve my experience and knowledge so that can give more commitment to your organisation.

### EDUCATION BACKGROUND

YEAR	QUALIFICATION	INSTITUTIONS	RESULT/CGPA
March 2015 - Nov 2016	Bachelor of Business Administration (BBA) HONS. Islamic Banking	University Technology MARA (UiTM) Campus Sungai Petani, Kedah	2.62
Nov 2011 - Nov 2014	Diploma in Banking	University Technology MARA (UiTM) Campus Machang, Kelantan	3.17
2010	Sijil Pelajaran Malaysia ( SPM )	Sekolah Menengah Kebangsaan Tendong, Pasir Mas Kelantan	2A- 1B+ 1C+ 2C 2D 2E

### WORK EXPERIENCES

August 2016 – November 2016 : Industrial Trainee students in Amanah Ikhtiar Malaysia Wilayah Kelantan Utara

Description : I have learned and experience to prepare general ledger, check the Invoice for wang runcit, filing, key in data of borrower , and manage the programme or event .

## INTERPERSONAL SKILL

Language proficiency:

1. Malay (Speaking and Writing) - Excellent
2. English (Speaking and Writing) – Good

Computer literacy:

1. Microsoft Office includes Word , Excel, and Power point - Good
2. Publishing and multimedia Power Director - Good

## CURRICULAR ACTIVITIES / SOCIETY

1. Exco Entrepreneur and International, PROSTAR Club (UiTM Kelantan)
2. Peer Mentor Minggu Destini Siswa (UiTM)
3. Secretary of International Programme Great Moment Prostarian Jakarta-Bandung November 2013 (UiTM Kelantan)
4. Assistant Project Manager of International Programme Explore Culture In Vietnam ( October 2014 )
5. Kursus Kepimpinan Muda ( UiTM )
6. Program Transformasi Mahasiswa Pewaris Negara UiTM Semalaysia ( UiTM Kelantan)

## PERSONALITY / STRENGTH

1. Responsible and hardworking
2. Caring and friendly
3. Able to work in a team
4. Willing to learn to improve self's performance

## REFERENCES

**Name** : Pn. Hasmah Laili Binti Jamalurus  
**Position** : Lecturer & Coordinator Industrial Training Faculty of Business & Management  
**Company** : University Technology MARA (UiTM) Campus Sungai Petani,  
08400 Merbok, Kedah.  
**Phone No.** : 019-5909084  
**Email** : [hasmahlaili@kedah.uitm.edu.my](mailto:hasmahlaili@kedah.uitm.edu.my)

**Name** : Tuan Hj Mat Nawi Bin Ibrahim  
**Position** : Penolong Pegawai Perubatan Kanan Unit Kesihatan UiTM Kelantan & Club Advisor  
**Company** : University Technology MARA (UiTM) Campus Machang,  
18500 Machang Kelantan.  
**Phone No.** : 0139278378  
**Email** : [nawi426@kelantan.uitm.edu.my](mailto:nawi426@kelantan.uitm.edu.my)

