



**NAME: NUR HAFIZAH BINTI MOHD SALEH**

**Last Update: 5 MARCH 2017**

#### Contact Info

**Address** : KAMPUNG TELOK ARA, MUKIM GELONG, 06000, JITRA, KEDAH DARUL AMAN  
**Mobile No.** : 011-10934027  
**Email** : hafizahmohdsaleh@gmail.com

#### Personal Particulars

<b>Age</b>	: 24	<b>Date of Birth</b>	: 17 JANUARY 1993
<b>Nationality</b>	: Malaysia	<b>Gender</b>	: FEMALE
<b>Marital Status</b>	: Single	<b>IC No.</b>	: 930117-02-5086
<b>Permanent Residence</b>	: Malaysia		

#### Educational Background

##### Highest Education

- |                               |   |              |        |
|-------------------------------|---|--------------|--------|
| 1. <b>Level</b>               | : Bachelors of Business (Hons) Engineering Entrepreneurship | <b>Grade</b> | : 3.17 |
| <b>Major</b>                  | : BUSINESS ADMINISTRATION                                   |              |        |
| <b>Institute / University</b> | : UNIVERSITI MALAYSIA PERLIS                                |              |        |
| <b>Located In</b>             | : Malaysia  |              |        |
| 2. <b>Level</b>               | : Sijil Tinggi Pelajaran Malaysia (STPM)                    | <b>Grade</b> | : 2.75 |
| <b>Major</b>                  | : Business  |              |        |
| <b>Institute</b>              | : Sekolah Menengah Kebangsaan Pulau Nyior, Jitra, Kedah     |              |        |

#### Languages

Language	Spoken	Written
Bahasa Malaysia	GOOD	GOOD
English	FAIR	FAIR

#### Additional Info

Working experiences :

1. Kenari Kawalan Sdn Bhd (2016)  
Position Title : Administrative officer  
Specialization : Human resources/operation management/tax/accountancy
  2. Gene Martino (2016)  
Position Title : Promoter  
Specialization : Customer service & cashier
  3. University Malaysia Perlis (UniMAP) (2015)  
Position Title : Internship  
Specialization : Incubator Programmed
  4. Elit Tuition Centre (2012)  
Position Title : Part-time employee  
Specialization : Accountancy Clerk
- Expert in Microsoft Office
  - Expert in doing the business plan
  - Expert in management
  - Expert in accountancy and financial

**Personal Qualities:** I am easy going person, have a good self-confident. I possessed excellent interpersonal skills, determined, creative and good in decision making and interacting with people at all level. I am computer literate and a fast-learner person.

**Preferred Work Style:** I would like to work in an organized environment, where I can be challenged to perform and be recognized for my performance. I would like to think that I am ambitious and realistic about my chances of completing a task successfully and contribute positively in company.

Seminar and extra-curricular activities:

2016	Participate in Family Day of Residency Collage of UniMAP
2015	Participate in Program Cycling 100 <sup>th</sup> with King of Perlis
2015	Involved in a Community Program organized by UNIMAP
2015	Involve in Community Service Association UniMAP
2014	Involved in 'Program Larian Utara 2013' (50KM) organized by UNIMAP
2014	Participate in Environment Forum of UniMAP
2013	Participate in UniMAP program for Charity Rainbow Run
2013	Participate in Human Dominoes for Book Of Record Challenge
2013	Involve in St.John Ambulance UniMAP

<b>Willing to Travel</b>	: Moderate (25% to 50%)
<b>Willing to Relocate</b>	: Will Consider
<b>Possess Own Transport</b>	: Yes

**References**

<b>Name</b>	: Ir. Mohammad Harith Amlus
<b>Telephone No.</b>	: +604 - 9797707
<b>Position</b>	: COORDINATOR OF ENGINEERING ENTREPRENEURSHIP STUDENTS
<b>Company</b>	: UNIVERSITI MALAYSIA PERLIS
<b>Relationship</b>	: LECTURER OF ENGINEERING ENTREPRENEURSHIP
<b>Name</b>	: MRS. SYAHIRA BINTI SAABAN
<b>Telephone No.</b>	: 017-5822078
<b>Company</b>	: UNIVERSITI MALAYSIA PERLIS
<b>Relationship</b>	: SUPERVISOR