

RESUME



Fresh graduate of Bachelor of Mathematical Sciences who is capable in Mathematics, Accounting, Financial, Taxation, and Statistics

Name	: Nurmaliza Binti Razak
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Date of Birth	: 08 th May 1992
Gender	: Female
Age	: 25
Religion	: Islam
Race	: Malay
Nationality	: Malaysian
Marital Status	: Single
Health	: Excellent

CAREER OBJECTIVES

- To gain knowledge in various fields.
- To achieved the value of professional ethics.
- To assess the ability of a career, knowledge and self-confidence.
- To sharpen my soft skills that is appropriate in the work environment.
- To be dynamic, versatile and positive in every aspects of career development.

PROFESSIONAL PROFILE		
<ul style="list-style-type: none"> Committed towards organizational missions and visions. Self-independent, responsible, fast learner, highly motivated, discipline and punctual. Well-organized, strong work ethics and hardworking, able to work in team and good at negotiation with people. 		
EDUCATIONAL BACKGROUND		
YEAR	SCHOOL/IPTA	RESULTS
2013-2015	Universiti Teknologi MARA Negeri Sembilan, Kampus Seremban. (UiTM) Bachelor of Science (Hons) Mathematics	CGPA : 3.22
2010-2012	Universiti Teknologi MARA Terengganu, Kampus Dungun. (UiTM) Diploma in Computer Science	CGPA : 3.04
2012	Universiti Teknologi MARA Terengganu, Kampus Dungun. (UiTM) Malaysian University English Test (MUET)	Band Achieved : 2
2005-2009	Sekolah Menengah Kebangsaan Sultan Mansor, Terengganu	SPM : 1A+, 2A, 1A-, 1B+, 1B, 1C+, 1D, 1E PMR : 3A, 2B, 3C
1999-2004	Sekolah Kebangsaan Tok Dir, Terengganu	UPSR : 4A 1B
CO-CURRICULAR ACTIVITIES & INVOLVEMENT		
2015	<ul style="list-style-type: none"> Degree of Ceremony for ‘Pembentangan Projek Tahun Akhir CS249’, FSKM, UiTM Seremban. 	
2014	<ul style="list-style-type: none"> Committee member of Entrepreneurship Biro in Math Club at UiTM Seremban. Committee member of “Ukhwah Fillah” in Math Club at UiTM Seremban. 	
2013	<ul style="list-style-type: none"> Participated in “Bicara Industri/Alumni” in Math Club at UiTM Shah Alam. 	
2012	<ul style="list-style-type: none"> Committee Alumni. Committee member of Entrepreneurship Biro in Siskom Club at UiTM Dungun. Facilitator for “Al-Farabi” program in Siskom Club at UiTM Dungun. Facilitator for “Hari Matematik” program in Siskom Club at UiTM Dungun. 	
2010	<ul style="list-style-type: none"> Committee member of Kesatria Kembara at UiTM Dungun. 	

2009	<ul style="list-style-type: none">• Committee member of Pengakap, SMK Sultan Mansor, Terengganu.• Committee member of Kelab Anti Jenayah, SMK Sultan Mansor, Terengganu.	
SEMINAR ATTENDED		
June 2013	Modul PS2, FSKM, UiTM Shah Alam.	
Mei 2011	Program Peningkatan Potensi Diri Parlimen Kuala Terengganu, Terengganu.	
RELEVANT PARTICULARS		
Skill: 1) Mastery of Microsoft Office programs: <ul style="list-style-type: none">• Microsoft Word• Microsoft Excel• Microsoft PowerPoint 2) Acknowledge in book-keeping and account (LCCI certificate) 3) Acknowledge in: <ul style="list-style-type: none">• Taxation• Cost Accounting• Statistics 4)Mathematical Software: <ul style="list-style-type: none">• Maple		
LANGUAGE PROFICIENCY		
LANGUAGE	RATING(WEAK 1-10)	
Malay	Writing : 10 Speaking : 10 Reading : 10	
English	Writing : 6 Speaking : 6 Reading : 8	
WORKING EXPERIENCED / INTERNSHIP		
YEAR	OCCUPATION	DURATION
May 2016 – February 2017	MANAGER (RESTORAN DAPUR KAYU ARANG AMN)	9 MONTHS
March 2016 – May 2016	OFFICE CLERK (NZB SERVICES ENTERPRISE)	2 MONTHS
March 2015 - June 2015	INTERNSHIP (WISMA KASTAM TRG)	3 MONTHS
July 2014 - August 2014	OFFICE CLERK (PART TIME) (AD SUPERMART SDN BHD)	2 MONTHS

REFERENCES

Academic Lecturer:

- Puan Nor Aishah binti Mohd Noh
Lecturer
Faculty of Computer Science & Mathematics,
UiTM Cawangan Negeri Sembilan,
Kampus Seremban, 70300 Seremban, N.S.D.K.
H/P:0193708642

Internship Supervisor:

- Puan Suhaini binti Abd Hamid
Penguasa Kastam
Wisma Kastam Terengganu,
Jalan Balik Bukit,
20300 Kuala Terengganu, Terengganu.
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