

RESUME



PERSONAL INFORMATION

Name : Nurul Fatimah Binti Roslan
Address : 1141, Permatang Tok Jaya, Sungai Dua, 13800 Butterworth
Telephone No : 013-4216202
E-mail : nrlfatimah96@gmail.com
I/C No : 960725-08-5856
Date Birth : 25 Julai 1996
Age : 21 Tahun
Citizen : Malaysia
Religion : Islam
Status : Single
Language : Malay/English

LEVEL OF EDUCATION

Highest Education

University : Seberang Perai Polytechnic
Year : 2014 - April 2017
Courses : Diploma in Accountancy
CGPA : 3.58/4.00

Secondary Education

School : Sekolah Menengah Kebangsaan Permatang Tok jaya, Pulau Pinang
Position : SPM
Year : 2013
Results : 2A, 2A-, 1B, 1C+, 1C, 3D

School : Sekolah Menengah Kebangsaan Permatang Tok Jaya, Pulau Pinang
Position : PMR
Year : 2011
Results : 3A, 4B, 1C

AWARDS & ACHIEVEMENTS

- Head of Department's Awards - 2014, 2016
- Credit in UBS (User Business System) Examination - 2015
- Award of a LCCI certificate account - 2013
- Convention Program Young Entrepreneurs of the 15th state level - 2013
- Awards in success students of Islamic education - 2013
- Convention Program Young Entrepreneurs of the 13rd state level - 2011
- Young Entrepreneur Program - 2010

SKILLS & EXPERIENCES

- Excellent in Communication, Public Relation and Organizational Skills
- Training as Assistant Accountant
- Keeping records of all transactions - invoices, tax invoices, purchase order, cheque
- Malay Language – Excellent
- English Language – Satisfied
- A very punctual , meticulous, informative, organized and friendly person

STRENGTH OF CHARACTER

- A very motivated, willing to learn and gain new experiences, good communication skills, sharp thinking, diligent and ready to receive instructions from time to time.

REFERENCES

- **En. Khairulnizan Bin Abdul Kadir**
Lecturer and Academic Advisor
Seberang Perai Polytechnic
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- **En. Adnan Bin Mohd Farouk**
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