



SITI NURNADIA BT MOHD SALMAN

1506, Jalan Serai Wangi 18/6, Taman Serai Wangi 2, 09400 Padang Serai, Kedah
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SUMMARY

To find a new challenging and rewarding position, one that will built on my skill an knowledge in the organization by contributing ideas that can further increase the growth of the company. I am seeking a company that I can grow and work with toward common goal. I feel certain that my commitment to excellent, coupled with experience that I had gained during my university day, internship and also working period will help me to contribute for the success of my esteem company.

HIGHLIGHT

- DATA ENTRY
- PAYROLL
- CUSTOMER SERVICES
- MANAGEMENT
- SOURCING
- HUMAN RESOURCES
- RECRUITMENT

EXPERIENCE

TALENT SUITES SDN BHD

Oct 2015 - Current

Assistant Consultant

- 1) Attend meeting and keep minute meeting
- 2) Handle confidential document
- 3) Handling filling system
- 4) Sourcing the document
- 5) Handle HR task
- 6) Payroll
- 7) Entry data base company and also data another company

- 8) Secretary director and arrange schedule
- 9) Recruitment

DE BARON RESORT LANGKAWI (Internship)

4 month

Receptionist Front Office

- 1) Make a reservation by call, email and walk-in
- 2) Handle check-in / check-out guest
- 3) Handling guest complain
- 4) Follow up call / pick up call
- 5) Data entry
- 6) Handling account
- 7) Customer service

EDUCATION

Diploma in HOTEL & TOURISM MANAGEMENT

2013 – Nov 2015

UNIVERSITY OF TECHNOLOGY MARA (UITM)

Major : Hotel Management

CGPA : 2nd Class Upper

SMK Kampong Selamat, Tasek Gelugor Pulau Pinang

2008-2010

Major : Commerce

SPM Grade : 3 A, 3 B, 2 C

LANGUAGES

Languages	Written	Speaking
Malay	Excellent	Excellent
English	Good	Good

PROFESSIONAL STRENGTHS

- Very punctual, ambitious, informative, and friendly person.
- Ability to work in a team and under pressure
- Good motivator, enthusiastic and open to learn new ideas
- Ability to use specialist knowledge creatively and innovatively to solve problems.
- Ability to handle multiple tasks
- Strong background in business administration
- Able to read, speak and write in Bahasa Malaysia and English
- Able to quickly adapt to new situations and system.
- Able to interact with people of all level.

SKILL

- Microsoft Office Word
- Power Point
- Microsoft Office Excel
- Data Validation
- Pivot table
- VLookup

REFERENCE

NAME : Puteri Hamidar Binti Megat Salleh

POSITION : Director Talent Suites Sdn Bhd

ADDRESS : No 45, First Floor, Jalan Dagang 3, Pusat Bandar Bertam Perdana, 13200
Kepala Batas, Penang

NAME : Noor Laili Bt Mohd Yusof

POSITION : Lecturer TESL

ADDRESS : University Technology Mara (UITM)