



**SITI NURFADZLIN BINTI FADZLI**

Address: No 8, Lorong Bukit Kayangan, Jalan Bukit Besi Hangit,

Taman Bukit Kayangan, 01000 Kangar, Perlis

Email: [sitinurfadzlin@yahoo.com](mailto:sitinurfadzlin@yahoo.com) H/P: 014-3014641

**PERSONAL PARTICULARS**

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Marital status	: Single	Age	: 25 years
Race	: Malay	Date of birth	: 23 November 1991
Religion	: Islam	Place of birth	: Hospital Besar Kangar, Perlis
Nationality	: Malaysian	Language	: Malay & English (Spoken & Written)

**OBJECTIVES**

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- To gain working experiences and useful knowledge in any kind of work fields.
- To be a dedicated worker and can give full commitment for the given task.

**EDUCATION**

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<b>2008</b>	<b>: SIJIL PELAJARAN MALAYSIA (SPM)</b> : SEK. MEN. KEB. KEDAWANG : 3A1, B4, 2C5, 3C6, D7
<b>2009-2012</b>	<b>: DIPLOMA PENGURUSAN MAKLUMAT</b> : UiTM MERBOK, KEDAH : CGPA: 3.41
<b>2012-2015</b>	<b>: IJAZAH SARJANA MUDA PENGURUSAN SAINS PERPUSTAKAAN</b> : UiTM MERBOK, KEDAH : CGPA: 3.49

## **INTERNSHIP**

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**Feb-June 2015** : Pusat Sumber Institut Perguruan Darulaman (IPDA)

## **ACHIEVEMENTS**

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<b>2006</b>	: Anugerah pelajar cemerlang (PMR)	: Sek.Men.Keb.Kedawang
<b>2008</b>	: Anugerah pelajar cemerlang (SPM)	: Sek.Men.Keb.Kedawang
<b>2011</b>	: Dean List (Diploma Part 4 & 5)	: UiTM Merbok, Kedah
<b>2012</b>	: Dean List (Diploma Part 6)	: UiTM Merbok, Kedah
<b>2014</b>	: Dean List (Degree Part 5)	: UiTM Merbok, Kedah

## **SKILLS**

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- Customer services
- Human communication
- Library management (Cataloguing & Acquisition)
- Record management (Filling, etc.)
- Computer literacy (Microsoft Office: Words, Excel & Power Point)
- Website creation by using Adobe Dreamweaver
- Photo editing by using Adobe Photoshop
- Conducting public event, administration and office management, invoice etc.

## **STRENGTH**

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- Punctual
- Fast learner
- Independent
- Can work under pressure
- Good in leadership
- Great in teamwork

## **WORKING EXPERIENCES**

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<b>Jan 2014-Feb 2014</b>	Company	: TM Broadband Station
	Location	: Tesco Utara Sg. Petani, Kedah
	Position	: Sales Advisor (Part Time)
<b>May 2012-Feb 2013</b>	Company	: Pasaraya Seri Utama
	Location	: Kangar, Perlis
	Position	: Clerk
<b>Dec 2008-May 2009</b>	Company	: Langkawi Boutique Resort
	Location	: Pulau Langkawi, Kedah
	Position	: Assistant Staff Front Office

## **REFERENCES**

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### **Puan Siti Khadijah Binti Rafie**

Lecturer

UiTM Merbok, Kedah

H/P: 013-2499850

### **En. Omar Bin Ariffin**

Assistant Manager TM Broadband Station

Tesco Utara Sg. Petani, Kedah

H/P: 016-4413131