



NURUL NADHIRA AMALIN BT AZHARI

Lot 1194 Kampung Nilam Puri
16010 Kota Bharu,
Kelantan.

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OBJECTIVE

- To obtain a position that will enable me to use my strong technical and soft skills, educational background and ability to work well with people to propel the organization achieving its goals and objectives.

PERSONAL IDENTITY

Date of Birth	: 9 May 1992	Age	: 26 Years Old
Gender	: Female	Religion	: Islam
Marital Status	: Single	Nationality	: Malaysian

EDUCATIONAL BACKGROUND

2014-2017	: UNIVERSITI TEKNOLOGI MARA (UiTM) CAMPUS MACHANG <ul style="list-style-type: none">• Bachelor In Office Systems Management (3.64)
2010-2013	: POLYTECHNIC SULTAN HAJI AHMAD SHAH <ul style="list-style-type: none">• Diploma In Secretarial Science (CGPA : 3.57)
2005-2009	: SMK PENGKALAN CHEPA, KELANTAN <ul style="list-style-type: none">• Sijil Pelajaran Malaysia• Penilaian Menengah Rendah

PROFESSIONAL TRAINING EXPERIENCE

- Feb – Jun 2017** : Industrial Practicum at Jabatan Pendidikan Negeri Kelantan
- July – Dec 2012** : Industrial Practicum at Kelantan Islamic Foundation (YIK), Kota Bharu, Kelantan

LANGUAGE

10=Very Good ; 1=Very Weak

Language	Spoken	Written
Malay	10	10
English	8	9

SKILLS

10=Very Good ; 1=Very Weak

Skills (Application)	Level
Microsoft Office Excel	10
Adobe Photoshop	7
Windows 2013, XP,	10
Microsoft Office Word	10
Trengkas	>90 w.p.m
Shorthand	>90 w.p.m

EXTRA CURRICULAR ACTIVITIES

- 2010-2017** : **UNIVERSITI TEKNOLOGI MARA (UiTM) CAMPUS MACHANG**
- Trainer for “Conflict Solved, Work Better”
 - Team Building and Leadership Development Training
 - “Inside Out Training Program”
 - Seminar “Sejarah Kesultanan Melayu Kelantan”
 - Program Eksplorasi Alam Kerjaya
- 2010-2013** : **POLYTECHNIC SULTAN HAJI AHMAD SHAH**
- Seminar “Secretaries Journey Towards Professionalism”
 - Temasya Towards Us Nothing Possible
 - Festival Transform Zero To Hero
 - Bengkel Protocol dan Etiket Social
 - Program Gotong Royong Green Love
 - Dialog Usahawan Alumni
 - Thinking Technique

2005-2009

: SEKOLAH MENENGAH KEBANGSAAN PENGKALAN CHEPA 1

- Treasurer of Club Bahasa Melayu
- Vice President of Club Setia
- PESKO SMK Pengkalan Chepa 1
- Program Langkah Ke Menara Gading Tanpa Dadah
- Choral Speaking Faris Open
- Choral Speaking Sekolah Menengah Peringkat Daerah
- Program Khidmat Masyarakat Panitia Sivik Dan Kewarganegaraan

AWARDS/ ACHIEVEMENTS

- 2015** : Dean's Award in December 2015 Examination (UiTM Machang)
: Dean's Award in June 2015 Examination (UiTM Machang)
: Dean's Award in December 2014 Examination (UiTM Machang)
- 2013** : "Sijil Pingat Ketua Jabatan" in Jun Examination (POLISAS)
- 2012** : "Sijil Pingat Ketua Jabatan" in December Examination (POLISAS)
- 2011** : "Sijil Pingat Ketua Jabatan" in December Examination (POLISAS)

PERSONAL STRENGTHS

- Excellent typing, proofreading and editing skills
- Trengkas, shorthand or note-taking ability
- Ability to maintain records and files for easy access and retrieval
- Schedule and verify appointments and meetings of managers
- Committed with work
- Sense of responsibility, dependable and willing to learn new things

PERSONAL CHARACTERISTIC

An enthusiastic self-starter with strong leadership and communications skills. Highly motivated, extrovert personality, hardworking and a good team player.

REFERENCES

Madam Mimi Zazira Binti Hashim,
Supervisor
Universiti Teknologi Mara (UiTM)

Sir Noor Azman Bin Mohamad Noor
Penyelia Pendidikan Kanan
Jabatan Pendidikan Negeri Kelantan