



Address: No. 10, Jalan Bougainvillea B/7, Seri Bougainvillea,
Bandar Seri Botani, 31350 Ipoh, Perak
Tel No: +60 17 625 3938
Email Address: shyshyfaa@gmail.com
NRIC : 920802-08-5328

NURUL SHYFAA BINTI SHAHARRUDIN

OBJECTIVE

- To implement my study in work field with given work position in a company, to obtain work job opportunity, able to learn new thing, acknowledge in using Microsoft Office tools, easy to work with people individually or by group, able to communicate politely, trustworthy and highly motivated person.

SKILLS & ABILITIES

COMPUTING SKILLS

- Proficient User Of Microsoft Word,
- Microsoft Power Point, Microsoft Excel, and Email.
- Microsoft Visio

PERSONAL SKILLS

- Able to communicate with people
- Able to cooperate in a teamwork to complete a task
- Self - confident and a moderate critical thinking and problem solving
- Able to meet deadlines along with working under pressure
- Willing to learn new thing

EXPERIENCE

1) KUMPULAN JURUNILAI (PERAK) SDN.BHD.

PRACTICAL TRAINING INDUSTRY

[2017]

Learn to complete work and valuation report and estate agent work instructed by the supervisor, valuers and management team.

2) PART TIME WORKER AT AZMI & CO (PERAK)

[2015]

Managed to complete work and valuation report and estate agent work instructed by the officers.

3) TELEPHONE OPERATOR AT CASUARINA@MERU, PERAK

[2014]

Handled incoming and outgoing phone calls and Front Office work under Front Office Department.

4) PEJABAT MINI POS RAPAT SETIA BARU, IPOH, PERAK

[2013]

Managed money transaction and office work

EDUCATION**BACHELOR OF ESTATE MANAGEMENT (HONORS)**

Mara University of Technology, Shah Alam (2014 - Present)

DIPLOMA IN INVESTMENT ANALYSIS

Mara University of Technology, Arau, Perlis (2010-2013)

SIJIL PELAJARAN MALAYSIA (SPM)

SMK Seri Ampang, Ipoh, Perak (2009)

COMMUNICATION

BAHASA MELAYU STRONG

BAHASA INGGERIS STRONG

ARABIC/ MANDARIN MODERATE WEAK

LEADERSHIP**ESTATE MANAGEMENT MINI PROJECT
EXHIBITION(EMPEX)**

Come out with mini project about residential development single storey and double storey terrace house on Waqf Land, Mukim Dengkil, Sepang

MEMBERS OF ASSOCIATION EMAS SOCIETY

Hold position as one of members of Estate Management Society, UITM Shah Alam, in charge of EMAS Society events and programs

PREFECT SCHOOL SMK SERI AMPANG, IPOH,PERAK

Hold position as prefect school and as Treasurer for Prefect School Organisation

REFERENCES

KHOLIM B. SAHRAY

Lecturer UITM Shah Alam

P : + 6012- 6137228

A : UiTM Shah Alam, Selangor

ROSLI BIN ROSTAM

Supervisor Practical Training

P : + 6012-5203549

A : Kumpulan Jurunilai (PERAK) Sdn Bhd
