

RESUME



NURZAITUL AKMAR BINTI FADILAH

Age : 25

Marital Status : Single

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Sibu, Sarawak

SUMMARY

A Financial Economics graduate seeking for vacant position of any related position. Looking for challenging assignment and responsibility where I can utilize my skills and knowledge efficiently that will contribute to my personal and the company.

WORKING EXPERIENCE

AmBank(M) Berhad Pedada
Sibu, Sarawak
(Working Place)

VADS Berhad,
Kuala Lumpur, Malaysia
(Employer)

October 2016 - December 2016
(Contract Period)

Customer Service Admin (Data Entry Executives)

- Perform new card issuance
- Perform card replacement/reissuance
- Perform card account linkage
- Perform card account De-linkage
- Perform debit card limit maintenance

Pusat Asuhan Tunas Islam Al-Wafi,
Mukah, Sarawak
September 2016
(Contract Period)

Nursery Assistant

- Responsible in ensuring the safety and wellbeing of the children

Pusat Khidmat DUN N55 Nangka,
Sibu, Sarawak
February 2016 – June 2016
(Contract Period)

Clerk

- Survey the registered population (voters)
- Key-in database of voters
- Prepare the invitation letter for some programs
- Prepare and distribute the voting slips

Sibu Water Board,
Sibu, Sarawak
June 2015 - September 2015
(Internship Period)

Industrial Training in Financial and Information System (FIS) Department

- Preparing the bank reconciliation statement
- Checking the amount in bank statement and company general ledger
- Update the payment of water bills by the customers (Billing Work)

EDUCATION	
Labuan Faculty of International Business and Finance, University Malaysia Sabah (UMS)	<i>Bachelor of International Finance, major in International Financial Economics</i> 2015 <ul style="list-style-type: none"> Achievement: CGPA 2.57 on a scale of 4.00
Sekolah Menengah Kebangsaan Bandar Sibu	<i>Sijil Tinggi Pelajaran Malaysia (STPM)</i> 2011 <ul style="list-style-type: none"> Achievement: CGPA 2.75 on a scale of 4.00 (Art Stream) <i>Malaysian University English Test (MUET)</i> 2011 <ul style="list-style-type: none"> Band 3 out of 6 <i>Sijil Pelajaran Malaysia (SPM)</i> 2009 <ul style="list-style-type: none"> Achievement: 1A-, 1B+, 3Bs, 2C+, 1C (Art Stream)

SKILLS AND KNOWLEDGE	
Language Skill	Proficient in speaking, reading, writing and listening in English and Bahasa Malaysia
Computer Skill	Well-exposed in Microsoft Office (MS Word, Excel, Powerpoint), Eview, Internet Browsing

EXTRA CURRICULAR ACTIVITIES	
National Service Training Program (2012)	Trainee member
Canoe Club Universiti Malaysia Sabah (UMS), Labuan (2012)	Committee member

REFERENCES	
<i>Mr Ling Tai Hu</i> Lecturer, Labuan Faculty of International Finance Universiti Malaysia Sabah Labuan International Campus Jalan Sungai Pagar, 87000 Labuan F.T. Malaysia Tel: +60128435606 Fax: +6087-460477 E-mail: lingtaihu@gmail.com	<i>Mr Suhardy Bin Haji Busserah</i> Supervisor, Pusat Khidmat DUN N55 Nangka No 9H Tingkat 1 Jalan Bandong 96000 Sibu, Sarawak Malaysia Tel : 013-8392739 Email : suhardy49@gmail.com