

## RESUME



**NUR A'LINA AMIRA BT ZULKARNAIN**

### PERSONAL PARTICULARS

I.C No. : 960706-02-5954  
Address : No 850, Jalan Usaha  
Taman Sejahtera  
09600 Lunas  
Kedah  
Telephone : (H/P) 0184604302  
Email : miralina906@gmail.com  
Date of Birth : 07 July 1996  
Place of Birth : Kedah Darul Aman  
Age : 22 (2018)  
Gender : Female  
Race : Malay  
Religion : Muslim  
Nationality : Malaysian  
Interest : Teaching, Reading, Travelling.

Dedicated and disciplined individual, ability to work as a team member or indepently.

### FORMAL EDUCATION

#### Education

2014-2017 : Diploma In Office Management And Technology at UiTM Kedah  
Faculty Of Business Management  
(Fresh graduate)  
• End January 2018

2012-2013 : Sijil Pelajaran Malaysia  
Sekolah Menengah Kebangsaan Lunas  
(2A 3B 3D)

### CO-CURRICULAR ACTIVITIES

2017 Participated in Community Service of "Hand In Hand for Wadi Sakinah"  
(Queens of Society KBM1185C)  
• UiTM Kedah

- |       |   |
|-------|---|
| 2016  | Participated in Language Festival<br>(Mandarin Musical Drama) <ul style="list-style-type: none"> <li>• UiTM Kedah</li> </ul>  |
| 2015  | Participated in Bengkel Etiket-Tertib/Adab di Meja Makan <ul style="list-style-type: none"> <li>• UiTM Pulau Pinang</li> </ul>  |
| 2014  | Participated in Larian Kemerdekaan Anak Bangsa <ul style="list-style-type: none"> <li>• UiTM Pulau Pinang</li> </ul>  |
| 2013  | SMK Lunas <ul style="list-style-type: none"> <li>• Participated as class treasurer</li> <li>• Participated in handball</li> <li>• Participated in Kelab Katering dan Penyajian</li> <li>• Pasukan Beruniform Puteri Islam</li> <li>• Participated in Merentas Desa</li> </ul> |
| 2012  | Participated in Program Amali Sembelihan<br>(Anjuran Panitia Pendidikan Islam) <ul style="list-style-type: none"> <li>• SMK Lunas</li> </ul>  |
| 2010` | Participated in Perkhemahan Unit Beruniform Peringkat Sekolah <ul style="list-style-type: none"> <li>• SMK Lunas</li> </ul>   |

### LANGUAGES

| LANGUAGE        | SPOKEN    | WRITTEN   |
|-----------------|-----------|-----------|
| Bahasa Malaysia | Excellent | Excellent |
| English         | Good      | Good      |

### SKILLS

- Microsoft Office Word, Excel, Power Point
- Keyboarding skills
- Surfing Internet, Picture, Edit, Video
- Good listening
- Skills in preparing Reports, Agenda and Minutes of Meeting

### REFERENCES

1. Dr. Hafizah Besar Sa'aid  
 Senior Lecturer  
 Research and Industrial Linkages Division  
 Universiti Teknologi MARA (UiTM)  
 Cawangan Kedah  
 08400 Merbok  
 Kedah  
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