

Nur Ain Nabila Binti Dzul Rashidi.  
No34 Kampung Bangau Parit,  
28000 Temerloh,  
Pahang Darul Makmur.

8<sup>th</sup> March 2017.

TO WHOM MAY CONCERNED.

Dear Sir/ Madam,

**APPLICATION FOR SL1M POSITIONS.**

With reference to the above matter, I am writing to seek your kind consideration for any position at your dynamic organization which suitable with my criteria.

1. Please be informed that, currently I am fresh graduates from University Technology Mara (UITM) taking up a degree programme in Bachelor Business Administration (Hons.) Marketing. Besides that, I believe that I have a strong educational background and possess positive personal traits to be a good employee in your organization. I am an enthusiastic person who is able to work independently and also passionate working in a team. I am also confident that I would be able to adapt with your working environment and carry out tasks or works assigned successfully. Furthermore, I am eager to learn something new and a very hardworking person. My details and other relevant information is as per enclosed in my attached resume.
2. If you have any query, I can be contacted at the number listed in my resume. All correspondence can be directed to my mentioned address. Your kind attention and consideration on the above matter is highly appreciated. Thank you.

Yours truly,

(NUR AIN NABILA BINTI DZUL RASHIDI)

**NUR AIN NABILA BINTI DZUL RASHIDI**

No 34 Kampung Bangau Parit, 28000

Temerloh, Pahang.

**TEL:**

014-5426761

**EMAIL:**

[nurainnabila1407@gmail.com](mailto:nurainnabila1407@gmail.com)



**PERSONAL DETAILS**

NRIC	: 940714-06-5712	Marital Status	: Single
Date of Birth	: 14 <sup>th</sup> July 1994	Race	: Malay
Age	: 23-years-old	Expected Salary	: RM 1500
Gender	: Female	Willingness to Travel	: Yes

**OBJECTIVE**

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals. Besides that, I am also seeking an entry level position in a progressive organization that provides opportunities to develop and use my skills for growth in the marketing areas.

**EDUCATIONAL BACKGROUND**

**2013 to 2017:** Universiti Teknologi Mara (Pulau Pinang)  
Bachelor in Business Administration (Hons) Marketing  
CGPA: 3.46/4.00

**2012 to 2013:** Pahang Matriculation College  
Accountancy  
CGPA: 2.89/4.00  
Malaysia University English Test (MUET): Band 2

**2007 to 2011:** SMKA Tengku Ampuan Hajjah Afzan Pahang  
Sijil Pelajaran Malaysia (SPM)  
RESULT: 3A, 5B, 2C

**SKILLS**

**PROFESSIONAL SKILL**

<b>Microsoft Word</b>	Advanced	<b>Microsoft Power Point</b>	Advanced
<b>Microsoft Excell</b>	Intermediate	<b>SPSS</b>	Basic

**LANGUAGE SKILL**

	<b>Spoken</b>	<b>Written</b>
<b>Bahasa Melayu</b>	Excellent	Excellent
<b>English</b>	Average	Average

## INDIVIDUAL SKILL

- Able to work in group or individual
- Self-motivated
- Easy going and hardworking
- Highly responsible and punctual
- Able to learn and adapt new things

## EXTRACURRICULAR ACTIVITIES

DESCRIPTION	DATE	DETAILS
Motivasi Bestari 2016	April 2016	Facilitator
Program Transformasi Remaja Cemerlang	December 2015	Participant
Grads Sale day 2015 – Young Entrepreneurs Journey	December 2015	Committee member
FitMalaysia Run 10km	September 2015	Participant
Student's Self Improvement Programme	May 2015	Multimedia & Publicity Secretariat
Grads Sale Day	May 2015	Multimedia Secretariat
Organizational Leadership Courses	May 2013	Participant
Financial Management Courses	April 2015	Participant
Bola Jaring Tournament	Mac 2011	Participant
Entrepreneurship Programme	June 2011	Participant

## WORKING EXPERIENCE

### JAN - MAY 2011

**Company** : The Store Supermarket

**Position** : Sales Assistant

**Task** : 

- Assess customer needs and provide assistance and information on product features.
- Ensure high levels of customer satisfaction through excellent sales service.
- Preparing merchandise for display and assisting in physical inventory counts.
- Assisting customers with purchase decisions.

### SEPT - DEC 2016

**Company** : Jazatech Management Sdn Bhd

**Position** : Internship Student

**Task** : 

- Maintaining files and records so they remain updated and easily accessible.
- Sorting and distributing incoming mail and prepare outgoing mail.
- Manage client's file and document connecting with LHDN, SSM and KWSP.
- Undertake basic bookkeeping tasks and issue invoices.

## REFERENCES

1. Madam Shaira binti Ismail  
Industrial Training Coordinator  
Faculty of Business Administration  
Universiti Teknologi Mara (Pulau Pinang)  
Tel: 013-4455666
2. Madam Noriza Bt Ismail  
Admin Executive  
Jazatech Management Sdn Bhd  
Tel: 09-2968563