



# **Nurul Husna Binti Abdul Karim**

*Bachelor of Business Administration with Honours*

## **PERSONAL PROFILE**

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**Number Telephone:** 019-4171476 / 012 -5825022  
**Date Of Birth:** 20.06.1990  
**Identity ID:** 900620-07-XXXX

## ***EDUCATIONAL BACKGROUND***

### **The National University of Malaysia (UKM) [2012 – 2015]**

Bachelor of Business Administration with Honours (BBA)

Major: Human Resources Management

CGPA : 3.40

### **Uniti College, Port Dickson [2008 – 2016]**

Diploma in Business Management

CGPA : 3.62

## ***WORKING EXPERIENCE / INTERNSHIP***

### **WORKING EXPERIENCE**

- **Aug 2016 - Jan 2017 - Business Admin**  
Ebnoo Group PLT
- **Aug 2015 - July 2016 - Pekerja Sambilan Harian (PSH)**  
Sektor Penilaian dan Peperiksaan, Jabatan Pendidikan, Pulau Pinang
- **Jan 2012 - Aug 2012 - Assistant Clerk**  
Zawiyah & Partners Lawyer Firm
- **Sept 2011 – Dis 2011 - Cashier (Part Time)**  
Guardian Island Plaza, Penang

### **INTERNSHIP**

- **Feb 2015 – May 2015** Bahagian Pengurusan Sumber Manusia, Jabatan Setiausaha Kerajaan Negeri Pulau Pinang
- **May 2010 – Aug 2010** Koperasi Guru Melayu Pulau Pinang Berhad

## ***ACHIEVEMENT***

- ✓ Dean's List for Faculty of Economy and Management 2014, UKM (Semester 4)
- ✓ Dean's List for Faculty of Economy and Management 2015, UKM (Semester 6)
- ✓ Best Student Award on Dato' Onn College Residence 2014
- ✓ Dean's List for Uniti College (Semester 3-6)
- ✓ Arrange and organized program to Rumah Seri Kenangan, Cheras
  - Involved by 50 students
  - The purpose of this program is reach out with children that become victim of rapes and pregnant

## ***CO-CURRICULUM***

### **Faculty Management Club – Kela Camp**

- Committee Members of Financial
  - ✓ Success to get fund for club, RM 1,200 for transport.

### **Konvensyen Keusahawanan IPTA Malaysia (KOSAMA)**

- Committee Members of Protocols
  - ✓ Successful invited 20 representatives from IPTA in Malaysia to join our programs.
  - ✓ Sharing information about entrepreneur within university.

### **Kelab Siswi Kolej Dato'Onn, UKM**

- Committee Members of Program
- Prepared Financial Budget Paperwork
- Leading a meeting
  - ✓ Arranged and organized program to Rumah Seri Kenangan, Cheras
  - ✓ Connecting with Jabatan Kebajikan Masyarakat to get permission.

## ***SKILLS***

### **Computer Skills:**

- ✓ Good in editing pictures on Adobe Photoshop software.
- ✓ Excellent use and editing video using Movie Maker software.
- ✓ Have a basic skill of formatting computers.

## ***REFERENCE***

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| 1. Encik Mohd Rodzi Bin Ismail<br>Ketua Penolong Pengarah<br>Sektor Penilaian dan Peperiksaan<br>Jabatan Pendidikan<br>Negeri Pulau Pinang<br>04-2631472 / 013-4061331 | 2. Puan Saliza Binti Abdul Rahman<br>Penolong Pegawai Tadbir (N27)<br>Unit Prestasi & Kaunseling<br>Bahagian Pengurusan Sumber Manusia<br>Pejabat Setiausaha Kerajaan<br>Negeri Pulau Pinang<br>012-4427282 |
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