



NUR FARZANA BINTI JASMI

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EDUCATION

UNIVERSITI SAINS MALAYSIA

Bachelor Degree of
communication (Hons)

Major In Journalism

Minor In Management

2016

PENANG MATRICULATION COLLEGE

Certificate

Accounting

2012

SMK SUNGAI ACHEH

Sijil Pelajaran Malaysia

Accounting

2010

EXPERIENCE

MATERIAL COORDINATOR • AUGUST 2016- APRIL 2017

At **Lvio Precision Sdn Bhd (Known as STX Precision Sdn Bhd)**. Coordinate flow of materials, parts and assemblies between or department according to production and shipping schedule. Arrange in plant transfer of materials to meet production schedules. Compile and record material inventory in process production reports, status and location material from the first process until the part became a finish good. Handle with supplier and subcon. Make a purchase order using a system as demand to subcon, and purchase quote to order with supplier related to the process of preparing a part include component (in process) and finish good (packaging).

JOURNALIST • PHOTOGRAPHER • JANUARY 2016- JULY 2016

At **Pertubuhan Berita Nasional Malaysia (BERNAMA)**. Writing a news and article, also do it the interview with sources to get fact information. Photographer, take some picture for use it in news, also write the caption for each of photo.

CASHIER • SALESWOMAN • JULY 2014- SEPTEMBER 2014

At **Jaya Warisan Sdn Bhd**. Responsible for all money in the machine. Treat customer for grocery they hard to find and do it a delivered grocery at customer places. Make a order with supplier.

OPERATOR • DEPARTMENT PACKAGING • JANUARY 2011- MAY 2011

At **Souther Rubber Work Sdn Bhd**. Check the quality of final part before packaging and transfer the finish good to warehouse.

KEY SKILL

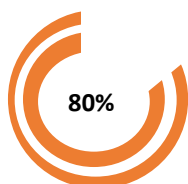
PROFESIONAL

Language- Malay	99%	<div><div></div></div>	Microsoft Word	90%	<div><div></div></div>
Language-English	65%	<div><div></div></div>	Microsoft Power Point	90%	<div><div></div></div>
Microsoft Office	90%	<div><div></div></div>	Adobe Photoshop	75%	<div><div></div></div>
Microsoft Excel	90%	<div><div></div></div>	Adobe InDesign	75%	<div><div></div></div>

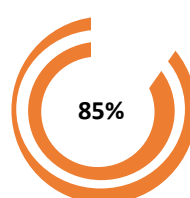
PERSONAL



Time Management



Interpersonal Communication



Teamwork



Ethic

ACHIEVEMENT

Commissioned as Young Officer in Reserve Officer Training Unit (ROTU) TLDM by Yang Di Pertuan Agong

August 2015

Organiser for program recruitment Officer Cadet Pasukan Latihan Pegawai Simpanan (PALAPES) USM.

September 2014 and 2015

Final Year Project
1) Writing and publish newspaper
2) Management and publish magazine

September 2014- July 2015