



WAN NUR ILYA SYAFIQAH BT WAN NORADZLI



46 Taman Wawasan, 09200 Kupang, Baling, Kedah Darul Aman



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illya.fiqah94@gmail.com



PERSONAL DETAILS

Ic No : 940510 - 02 - 5700
Age : 24 years old
Nationality : Malaysian
Marital Status : Single
Driving Licence : B2 and D



EDUCATION

BACHELOR

Universiti Sains Islam Malaysia — 2013 - 2017

Course : Bachelor in Arabic Language and
Communication with Honours
CGPA : 3.47

MATRICULATION CERTIFICATE

Kedah Matriculation College — 2012-2013

Course : Science Biology
CGPA : 3.29

SIJIL PELAJARAN MALAYSIA (SPM)

Sekolah Menengah Kebangsaan Baling — 2007 - 2011

Course : Arabic Science
RESULT : 4A 4B 3C



LANGUAGES

LANGUAGE	SPEAKING	LEVEL	WRITING	LEVEL
Malay	✓	Excellent	✓	Excellent
English	✓	Excellent	✓	Excellent
Arabic	✓	Excellent	✓	Excellent
Mandarin	✓	Beginner	✓	Beginner



REFERENCE

PUAN SITI AMINAH BT ABDUL RAHIM

PENYELIA LATIHAN INDUSTRI

PEGAWAI EKSEKUTIF

PEJABAT PELAJARAN DAERAH BALING SIK

aminah.rahim@moe.gov.my

04-4704344



EXPERIENCE

ADMINISTRATION

Pejabat Pendidikan Daerah Baling Sik

Baling, Kedah - 2017

PRACTICAL STUDENT

- ❖ Coordinated office activities and operations to secure efficiency and compliance to company policies.
- ❖ Managed phone calls and correspondence (e-mail, letters, packages etc.).
- ❖ Assisted colleagues whenever necessary.

Accomplishments:

- Regulated and managed equipment and ICT hardware including website and communications system.
- Maximized the use of ICT.



SKILLS/STRENGTHS

- ❖ COMPUTER SKILLS
 1. Microsoft Word
 2. Microsoft Excel
 3. Microsoft PowerPoint
 4. Microsoft Access
 5. Adobe Photoshop
 6. Adobe InDesign
 7. Statistical Package of Social Science (SPSS)
 8. Anti-Virus
 9. Screencast O-Matic
 10. E-mail and Google Form
 11. Internet and Website
 12. Picasa, Blogging and Social Media
- ❖ Excellent in written and verbal communication skills
- ❖ Versatility, adaptability and willingness to tackle new responsibilities
- ❖ Adaptability and willingness to tackle new responsibilities
- ❖ Communicate effectively inside and outside the organization.
- ❖ Able to withstand pressure, ability to follow instructions clearly and create comfortable environment