

NORADILAH BINTI ABD HALIM

F 231 JALAN TANAH KEBUN,
SIMPANG5,

34200 PARIT BUNTAR,
PERAK DARUL RIDZUAN.

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**CAREER OBJECTIVE**

To gives and serves the best of mine to the organization, give 100% co-operation in every project I deal with, helping others, able to work in a fairly organize and conductive environment. Also intent to make my job as a career and used all my skills, abilities and effort to contribute to the success of the company I will work.

PERSONAL DETAILS

AGE	:	22
DATE OF BIRTH	:	21 February 1993
NATIONALITY	:	Malaysia
RACE	:	Malay
GENDER	:	Female
MARITAL STATUS	:	Single
IDENTITY CARD	:	930221-08-5644
RELIGION	:	Muslim
LANGUAGE	:	Malay, English, Arabic
HOBBIES AND INTEREST	:	Reading, surfing, doing outdoor activities

PERSONAL CHARACTERISTICS

- Friendly, hardworking, dedicated, fast adapting new surrounding, self motivated.
- Positive thinker and passionate.
- Focus and give full effort on doing something.
- Love to think and make research on something.
- Enjoy communicate with people and work as a team.
- Like to learn something new if given a chance.
- Can give full cooperation in working.

ACADEMIC QUALIFICATIONS

Year	School/Institution/Course	Grade/Achievement
2011 - 2014	UNGKU OMAR POLYTECHNIC MALAYSIA Ipoh, Perak. DIPLOMA IN ISLAMIC BANKING AND FINANCE	CGPA : 3.39
2009 - 2010	SEK MEN KEB PANGLIMA BUKIT GANTANG Parit Buntar, Perak Course Major : Science Islamic	SPM : 4B 2C 3D 2E
2006 - 2008	SEK MEN KEB PANGLIMA BUKIT GANTANG Parit Buntar, Perak. Course Major : Science Islamic	PMR : 2A 5B 2C

WORKING EXPERIENCES

Year	Position/Employee	Reason for Leaving
2012	Assistant Saler Billion Shoes, Pusat Bandar, Parit Buntar, Perak.	Further study
2015	Account Clerk Hayat Hardware Enterprise No 191, Pekan Batu Lima, 34200 Parit Buntar, Perak.	Still working

EXTRA CO-CURRICULAR ACTIVITIES

No	Programme	Position	Organizer	Year
1	Program Khidmat Masyarakat	Participant	Ungku Omar Polytechnic Malaysia	2014
2	Kursus Qawaid Fiqhiyyah Dan Akhlak Islamiah	Participant	Ungku Omar Polytechnic Malaysia	2014
3	Program Seminar Zakat	Participant	Ungku Omar Polytechnic Malaysia	2014

SPECIAL SKILLS AND CAPABILITIES

Computer

- Good in Microsoft Office application (word, excel and PowerPoint) and Internet.
- Intermediate in Statistical Package for the Social Sciences (SPSS).
- Able to learn new computer programs with little instruction and guidance.

Communication

- Have a good communication and public relation skill.
- Love to interact with people and surrounding.
- Able to speak fluently and write in Malay and intermediated in English

Working Style

- Enjoy people oriented working environment.
- Committed in work.
- Willing to travel/work outstation.
- Willing to obey shift work hours.

License / Passport

- D (Malaysian Driving License)

ADDITIONAL INFORMATION

- Salary : Negotiable
- Availability : Immediately

REFERENCES

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