



NOR SYAZA NASUHA BINTI ISMAIL

PROFILE

I am a graduate from UiTM with decent working experience seeking new challenge to fully utilize my talent. To obtain an entry level position in a financial institution which offers a professional working environment and enables me as a fresh graduate to grow while meeting the corporation's goals.

No 162 Jalan Baiduri 3/1 Taman Teluk Baiduri 08000 Sungai Petani Kedah.

013 - 4906012

syazanasuha_ismail@yahoo.com

PROFESIONAL & PERSONAL SKILL

Microsoft Words	●●●●●
Microsoft Excel	●●●●●
Microsoft PowerPoint	●●●●●
Team work	●●●●●
Creative	●●●●●
Innovative	●●●●●

LANGUAGE

Malay	●●●●●
English	●●●●●
Mandarin	●●●●●

EDUCATION

Universiti Teknologi Mara Kelantan

CGPA : 2.61

MAR2015-JAN2017

Degree in Finance

Universiti Teknologi Mara Kedah

CGPA : 2.67

SEPT2011-NOV2014

Diploma in Banking

Sek.Men.Keb Sungai Pasir

Sijil Pelajaran Malaysia

1A2B4D2E

JAN 2009 - DEC2010

WORK EXPERIENCE

Internship at MPSPK

AUG2016-DEC2016

- Provide general bills, key in data in system, update information of staff payroll, design cover monthly budget book, send an e-mail to company, sell tender, filling and etc.

Sastria Enterprise

OCT2015-JAN2015

- Provide document, invoices, receiving and paying out money, keep records of transactions, issue receipts, cash the cheque, filing and etc.

The Store (M) Sdn Bhd

DEC2013-JAN2013

- Part-Time (Promoter) Bum Shoes

REFERENCES

Puan Nor Haryanti Md Noor
Lecturer

UiTM
Kampus Kota Bharu,
Wisma KUB, Jalan Sultan Ibrahim,
15050 Kota Bharu, Kelantan.
Tel: 09-7417799
Hp: 017-9222674

CURRICULAR ACTIVITIES

- Participant of Workshop Excelling Your Excel (2016), Faculty of Business Management, UiTM Kelantan.
- Exco Special Task for Seminar Issues and Ethics in Finance (2016), Faculty of Business Management, UiTM Kelantan.
- Members of the Committee Volunteer Malaysia(2015),Im4U.
- Members of the Committee Banker's Incorporationm (2013), Faculty of Business Management , UiTM Kedah.
- Members of the Committee Kesatria Negara (2013), Faculty of Business Management, UiTM Kedah.
- Participant, Mandarin Dikir Barat (2013), Faculty of Business Management , UiTM Kedah.
- Participant, Language Treasure Hunt, Faculty of Business Management , UiTM Kedah.