



## NUR ATIQA BINTI ARAZMI

Address No 16, Jalan 9/23B, Danau Kota, Setapak,  
53300, Kuala Lumpur

IC No 890131-06-5144

H/P Number 016-9013674

E-mail tragicbelle@gmail.com

Education Degree in Communication & Information Management  
UNIVERSITY KEBANGSAAN MALAYSIA (UKM)

### Experience

August 2016 –  
Present

#### **Life Planner**

AIA PUBLIC TAKAFUL BHD | Kuala Lumpur, Malaysia

- Outdoor Sales
- Handling Client's Policy ( Submission / Renewal/ Claims)

November 2012 –  
May 2014

#### **Secretary**

GREEN MASTER GLOBAL FINE FOOD SDN BHD | Kuala Lumpur,  
Malaysia

- Admin Secretary
- HACCP Document Control Leader
- Sales Assistant
- Personal Assistant to Managing Director

#### **Achievement**

- 2013 Food & Hotel Malaysia Exhibition

May 2012- Sept 2012

#### **Sales Executive**

QM THERAPY SDN BHD | Kuala Lumpur, Malaysia

- Outdoor Sales

Feb 2012- May 2012

#### **Trainee**

RADIO TELEVISION MALAYSIA (RTM) | Kuala Lumpur, Malaysia

- Manage Recording Scene for TV Promo
- Script Writer for TV Promo
- Assistance to Sales Department
- TV Program Shooting

### **Freelance**

Jan 2012- PRESENT

#### **Freelance Designer**

- Designer for Logo, Flyers, Brochure, ETC

## Education

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2012	<b>UNIVERSITY KEBANGSAAN MALAYSIA (UKM)</b> Degree in Communication & Information Management
2008	<b>SEK MEN KEBANGSAAN HULU KELANG</b> Sijil Tinggi Pelajaran Malaysia ( STPM) Art Stream
2006	<b>SEK MEN KEBANGSAAN SERI MAHKOTA</b> Sijil Pelajaran Malaysia ( SPM) Science Stream

## Software

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- MICROSOFT OFFICE (Words, Excels, PowerPoint, Publisher)
- ADOBE PHOTOSHOP ( Design, etc )
- ADOBE ILLUSTRATOR ( Design, etc )
- FINAL CUT PRO (Editing Video)

## Language

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*Proficiency level: 0 - Poor, 10 - Excellent*

Language	Spoken	Written
Bahasa Malaysia	10	10
English	9	9

## Personal Skills and Strengths

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- Good communication skill
- Excellent computer skills
- Able to work independently with minimum supervision
- Creative and Innovative
- Can work until midnight/weekend
- Able to travel

## Additional Info

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- Driving License : Yes
- Own a Transport : Yes
- Willing to Travel : Yes
- Current Salary : RM2400 ( Basic )
- Availability : Available Immediately

## References

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**1) Mohd. Roffee bin Mohamad,**

**DIRECTOR**

Marketing and Promotion Department,  
Jabatan Penyiaran Malaysia,  
Tingkat 5, Wisma TV,  
Angkasapuri,  
50614 Kuala Lumpur.  
Tel : 03-2288 8198

**2) MOHD NOOR ZAIDAN BIN MOHD ZAIN**

**PROJECT MANAGER**

TEXAS INSTRUMENTS (M) SDN BHD  
No 1, Lorong Enggang 33, Ulu Klang Free Trade Zone  
54200, Kuala Lumpur  
Tel : 603-42643782 H/P : 016-7817497