






NURULAIN FARAHANA NATASHA BINTI MOHD NORHAKIM

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) FINANCE

CONTACT

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-  No 26, Jalan Kelana
Off Jalan Langgar,
Taman Kelana,
05460 Alor Setar,
Kedah.

PERSONAL SKILLS

- Organized ● ● ● ● ●
- Flexibility ● ● ● ● ●
- Team Player ● ● ● ● ●
- Fast Learner ● ● ● ● ●
- Time Management ● ● ● ● ●

PROFESSIONAL SKILLS

- Problem Solving ● ● ● ● ●
- Self-Leadership ● ● ● ● ●
- Critical Thinking ● ● ● ● ●
- Languages (Malay & English)

Basic Computer Skills (Words,
Excell, Power Point & Internet
Explorer)

PROFILE

A Bachelor graduate from University Teknologi Mara in Business Administration Finance with several working experiences.

Hard working and highly motivated person who always work hard in achieving target.

EDUCATION

- 2014-2016 UITM MERBOK, KEDAH
Bachelor of Business Administration
(Hons.) Finance
CGPA : 3.89/4.00
- 2011-2014 UITM MERBOK, KEDAH
Diploma in Banking
CGPA : 3.89/4.00
- 2009-2010 MRSM PDRM, KULIM
Sijil Pelajaran Malaysia (SPM)
5A 2B 3C
- 2006-2008 SMK SULTANAH ASMA
Penilaian Menengah Rendah (PMR)
8A

AWARDS

2011-2016	Dean List Award
2014	Best Student Award of Faculty Business Management
2014	Best Student Award Diploma in Banking
2014	Vice Chancellor's Award

REFEREES

PN. NAJAH BINTI MOKHTAR
Lecturer
Uitm Kedah,
P.O Box 187, 08400
Merbok, Kedah.
04-4562508

PN. SYUKRIAH BINTI ALI
Lecturer
Uitm Kedah,
P.O Box 187, 08400
Merbok, Kedah.
04-4562559

EXTRA CURRICULAR ACTIVITIES

2017	Participant of Skim Latihan 1 Malaysia (SL1M) under Khazanah Nasional
2016	Participant of Team Building Camp held by 'Perbendaharaan Negeri Kedah'
2015	Food Committee for Conference on 'Issues in Economic, Finance and Management
2015	Represent Uitm Kedah for 1st Inter-campus Financial Planning Quiz
2015	Participant of 'Program Keusahawanan Mahasiswa'
2014	Committee members of Community Service

WORKING EXPERIENCE

- **ROKIAH GARMENTS & SERVICES**
Account Executive | Apr 17 - Oct 17
 - Monitor daily transaction of the company.
 - Monitor e-perolehan on daily basis.
 - Maintain record keeping system.
 - Monitor daily operation of company from receiving order, production of finished product until payment received from customer.
 - Monitor account receivable and account payable.
- **JABATAN PERANGKAAAN NEGERI KEDAH**
Pembantu Perangkaan E17 (S) | Aug 16 - Jan 17
 - Assist in processing Economic Census Form.
 - Maintain friendly and professional manner with the staff.
- **PERBENDAHARAAN NEGERI KEDAH**
Intern | Jan 16 - May 17
 - Assist in checking the collected statement and daily collections of department.
 - Accurate data entry on the state assets.
 - Capable of writing formal letters, manuals and tentatives.
 - Sorting and filing credit card receipts.