

CURRICULUM VITAE



PERSONAL DIRECTORY

Name : Ainul Kasmah Binti Nasri
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32600 Bota,
Perak
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OBJECTIVE

To apply a position in your organization that would utilize my educational background in Economics, and expand my capability and understanding its prospects.

PERSONAL DATA

▪ Nationality	: Malaysian	▪ Status	: Single
▪ I.C Number	: 890809-08-5270	▪ Health	: Excellent
▪ Age	: 28	▪ Hobbies	: Hiking, Travelling,
▪ Sex	: Female	▪ Personality	: Flexible, Trustworthy, Understanding

ACADEMIC QUALIFICATION

- 2008 – 2011 : Bachelor of Economics (Natural Resources)
Universiti Malaysia Terengganu (UMT)
CGPA: 3.23
- 2007 - 2008 : Johor Matriculation College
Accounting
CGPA:2.70
- 2005-2006 : Sijil Pelajaran Malaysia (SPM)
Sekolah Menengah Teknik Ipoh.
Result: 3A's, 4B's, 4C's

WORKING EXPERIENCE

- June /17 – Now : Data Entry Clerk at B2BE GSS SDN. BHD
 - Office management: Key in transaction documents.
- April /16 – June/17 : Logistics Assistant at PMW Concrete Industries.
 - Office management: Issued invoice, key in system, delivery order, confirmation notes and delivery report
 - Liase with transporter and customer to deliver the stock.

- May/15- Apr/16 Research Assistant (RA) at Universiti Malaysia Terengganu.
 - Office management: organize a workshop, to write a letter, phone conversation and filling.
 - Academia data compilation: collecting and analyzing.
- Jan/1- Dis/14 Field Enumerator at Statistics Department of Negeri Perak
 - Interview a respondent for purpose (census)
 - Compiling, coding and verifying a collecting data.
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|--|---|
| Aug - Oct /13
Jan - Apr/13
July - Nov/12
Mac -June/12 | Temporary Teacher at
Maahad Ehyak Diniah Islamiah (Economics)
Kolej Vokasional Teluk Intan (Mathematics)
Sek Men Vokasional Teluk Intan (Horticulture and Landscape)
Maahad Ehyak Diniah Islamiah (Mathematics and Science) <ul style="list-style-type: none"> • Teaching and guide student in class. • Following a fulltime teacher lesson plan. |
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- Apr- July 2010 Trainee at Pertubuhan Peladang Kawasan Bota.
 - Learned on the office management.
 - Key-in customer's personal data.
 - Served the customer.

COMPUTER LITERACY

- Microsoft Office (Word, Power Point, Excel, and UBS, SPSS)

COMMUNICATION SKILLS

- **Bahasa Malaysia** : Excellent
- **English** : Good
- **Others** : Good interpersonal skills in dealing with others.

EXTRA CURRICULAR ACTIVITIES

- June 2012 Facilatator Of National Service Malaysia- Kem Jiwa Murni, Taiping
- 2008-2011 Members of Penyayang Kelab.
- 2008-2011 Members of Natural Resources Economic Club (NREC), 2008-2011.

REFEREES

Associate Prof. Dr. Nur Azura Sanusi
 Senior Lecturer,
 School of Social and Economics Development
 University Malaysia Terengganu
 Contact Phone : +(609)6684153
 E-mail : nurazura@umt.edu.my

Puan Raidah Binti Yaakub
 Logistisc Officer,
 PMW Concrete Industries Sdn Bhd
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