



# NORSHAFIQAH AINA BINTI AHMAD

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0163940285

**Email**  
ainaahmad50@gmail.com

**Address**  
No 73, Peringkat 6, Jalan Mawar  
Felda Ijok, 34120  
Selama Perak Darul Ridzuan

## SKILLS

MICROSOFT EXCEL 

MICROSOFT WORD 

POWERPOINT 

## PERSONAL SKILLS

WORK UNDER PRESSURE 

WORK INDEPENDENTLY 

INTRAPERSONAL SKILLS 

## LANGUAGE SKILLS

BAHASA MALAYSIA 

ENGLISH 

## REFERENCES

The following persons have agreed to provide any additional information regarding my qualifications and character

**Jamaludin Bin Ahmad**  
Assistant Administrative Officer N32  
Jabatan Pengangkutan Jalan (JPJ)  
Lot 301 Jalan Sungai Ular  
09000 Kulim, Kedah Darul Aman.  
**Tel : 014-7579599**

**Encik Irwandy Bin Johari**  
Academic Advisor  
Commerce Department  
Politeknik Sultan Azlan Shah  
35930 Behrang Stesen, Behrang  
Perak Darul Ridzuan  
**Tel : 019-4876760**



## WORK EXPERIENCES



**2017** **PRODUCTION OPERATOR**  
AMBU SDN. BHD.



**2016 - 2017** **INDUSTRIAL TRAINING**  
JABATAN PENGANGKUTAN JALAN (JPJ)  
Exposure gained : - know how to manage driving license with system  
- know how to handle the customers



## EDUCATION



**JUNE 2014- DEC 2016** **POLITEKNIK SULTAN AZLAN SHAH, 35950, BEHRANG, PERAK**  
DIPLOMA IN BUSINESS STUDIES  
Current CGPA : 3.31 / 4.00  
Expected completion : April 2017



**2012-2013** **SMK REDANG PANJANG, 34510, BATU KURAU, PERAK**  
SIJIL PELAJARAN MALAYSIA (SPM)  
with distinctions in Bahasa Malaysia, Accounting and Science.  
Credit in Pendidikan Islam, Mathematics, Sejarah and Ekonomi Asas



## HONOURS AND AWARDS



**2016** **RECEIVED HEAD OF DEPARTMENT AWARDS**  
Session June 2016



**2015** **RECEIVED HEAD OF DEPARTMENT AWARDS**  
Session December 2015



## EXTRA CURRICULAR ACTIVITIES



**1 MARCH 2016** Attend Seminar Pelaburan 360 Hari 1Malaysia organised by Amanah Saham Nasional Berhad



**18 JANUARY 2016** Attend CASH@CAMPUS SEMINAR organised by Securities Commission Malaysia (SC)



**17 SEPTEMBER 2015** Community member in Leadership Training Programme recommendation by Commerce Department



**12 SEPTEMBER 2015** Joined volunteer Malaysia Program for IM4U



**25 FEBRUARY 2015** Joined academic visit to Tribunal Tuntutan Pengguna KPDNKK at Ipoh, Perak