

## **CURRICULUM VITAE**



### **NURUL AMIRAH BINTI AZIZ**

#### **CONTACT INFO**

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Email : [amirahaziz92@gmail.com](mailto:amirahaziz92@gmail.com)

#### **PERSONAL PARTICULAR**

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Race : Melayu  
IC Number : 920124-03-6112  
Age : 25 Years old  
Nationality : Malaysian  
Region : Islam  
Gender : Female  
Driving License : D  
Marital Status : Single  
Own Vehicle : Yes  
Expected Salary : RM 1200  
Status : Fresh Graduate of  
Bachelor of Business Administration with Honours

#### **EDUCATIONAL BACKGROUND**

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##### **1. Universiti Utara Malaysia**

- Bachelor of Business Administration with Honours
- CGPA 2.99 of 4.00

##### **2. Maktab Koperasi Malaysia**

- Diploma Cooperative Management
- CGPA 2.76 of 4.00

## **PERSONAL SKILLS**

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|------|-------------------------|---------|
| i.   | UBS Accounting System   | Advance |
| ii.  | Microsoft Office        | Advance |
| iii. | Write and speak English | Good    |
| iv.  | Write and speak Malay   | Advance |

## **JOB'S DESCRIPTION**

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Performing UBS Accounting System, maintaining professionalism in the work place, negotiating contracts and deals, coordinate and delegate with customers, liaise with clients, customers and company, preparing financial data, ensure proper documentation and maintaining of all records, data, correspondence related to the customers and clients, improving goods and services, networking with industry peers, competitors and prospective clients, promoting and marketing the business, managing budgets, minimizing expenditure and attending business meetings, events, and industry function.

## **EXPERIENCES**

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- i. Koperasi Permodalan Felda Malaysia Berhad (August 2016-December 2016)
  - o Industrial Training
    - Assist in maintain record of double entry in UBS accounting system.
    - Ensure proper documentation and maintaining of all records, data, correspondence related to the customers and clients
    - Assist to manage financial data, and document control
- ii. Koperasi Warga Universiti Sains Malaysia Kota Bharu Kelantan (March 2013 – August 2013)
  - o Clerk
    - Administration work
    - Document Controlling
    - Assist to manage monthly report, financial data, reply letter, and receptionist.
    - Assist in handle petty cash of company

## **REFERENCES**

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**Abdul Rahman Hamzah**  
Ketua Unit Khidmat Anggota  
Tingkat 8 Balai Felda,  
Jalan Gurney 1,  
54000 Kuala Lumpur.  
012-2603002

**Puan Nur Syazwani Hashim**  
Pegawai Eksekutif  
Koperasi Warga Universiti Sains  
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Kota Bharu, Kelantan  
013-9509987