

CURRICULUM VITAE



NORAI DAH BINTI ABDULLAH
Bachelor of Business Management with Honour
(Minor Human resource)
Universiti Selangor

PERSONAL PARTICULAR

Full Name : Noraidah Binti Abdullah
I/C Number : 910521-12-5830
Gender : Female
Age : 26 years old
Religion : Islam
Race : Tidung
Nationality : Malaysia
Marital Status : Single
Date of Birth : 21 May 1991
Place of Birth : Kunak, Sabah
Health Status : Good
Height : 1.58 m

CONTACTS DETAIL

Permanent Address : Lorong 5, Taman Sri Idaman, Peti Surat 451, 91207 Kunak, Sabah.
Current Address : Lorong 5, Taman Sri Idaman, Peti Surat 451, 91207 Kunak, Sabah.
Mobile Phone : +60145552591
Email : ieydah91@gmail.com

EDUCATIONAL BACKGROUND

Universiti Selangor <i>Bachelor of Business Management With Honours (Minor Human Resources)</i> CGPA: 2.75 (Class Two Lower)	2011-2015
Smk Kunak Jaya STPM : CGPA: 2.75 <i>Malaysian University English Test (MUET) Band 2</i>	2009-2010
Smk Kunak Jaya SPM : 2A, 1B, 4C, 2D, 1E	2007-2008
Smk Kunak Jaya PMR: 1A, 2B, 5C	2004-2006
Sk. Kampung Selamat UPSR: 2A, 1B, 2C	1999-2003

SKILLS & ABILITIES

Language Proficiency

Bahasa Malaysia	(Excellent)
English	(Good)

Computer Skills

Microsoft Office Programme	Excellent
Windows Operating Systems	Excellent

CO-CURRICULUM

University Level

-PARTICIPATE IN DIVISION HEADQUARTERS ARMY RESERVE FORCE

- Basic Course For Young Territorial Army Soldiers (2013)

-PARTICIPATE IN FINANCIAL PLANNING SEMINAR AT UNIVERSITI SELANGOR, UNISEL (2013)

-BACHELOR OF BUSINESS MANAGEMENT CLUB(BBMC)

- Committee Member, Majlis Berbuka Puasa Fakulti Perniagaan & Pusat Islam 2013.
- Exco of "Program Anak Angkat, Hulu Langat, Selangor"
- Secretary for Dinner Event

-PERSATUAN ASKAR WATANIAH (PASKAW)

- Secretary of PASKAW Club.

-EXPLORACE TO SHARE KNOWLEDGE (Negotiation Skill subject) (2013)

-SAFETY AND HEALTH COURSE

- Exco protocol

-PARICIPATE IN CHAMPIONSHIP OF SPORT CARNIVAL (2013-2014)

- Netball game (Winner)

School Level

- Participated in Kursus Kepimpinan Rakan Muda Sekolah 2009
- Participated in Seminar Wirausaha Rakan Muda Sekolah 2009
- Joined Annual Camp for Scout 2009
- Joined Kejohanan Hoki MSS Zon Kunak 2007

WORKING EXPERIENCED

EXPERIENCE 1:

Position : Assistant of Counselling Teacher
Address : Sekolah Kebangsaan Kunak 1
Salary : RM500.00
Allowance : -
Job Description :

- Help to manage some documentation of counselling
- Record the marks students marks in Access software.
- To ensure the student will fulfil all the syllabus of the task.
- To prepare all stationary or learning material.
- Be a facilitator for curriculum & co-curriculum event

EXPERIENCE 2

Position : Administrative Manager (Practical)
Address : Pertubuhan Peladang
Salary : -
Allowance : RM 500.00
Job Description :

- Responsibility to prepared a minute meeting
- Prepared the official letters (update in & out letter)
- Handling to answering the upcoming and incoming calls
- Prepared the salary of worker
- To ensure all the facilities and material are provided.
- To ensure system of filing in an orderly and up to date.

EXPERIENCE 3

Position : Admin Account
Address : Kunak Murni Enterprise Sdn Bhd
Salary : RM 1,200.00
Allowance : -
Job Description :

- Manage file and handling with systematically in every month.
- Prepare all of salary payment for worker
- Handling Account of the Company.
- Updating for every month total Matric Tan of FFB the customers.
- Provide the matters that relating to the administration
- Prepared the Final Total Matric Tan of FFB

PERSONALITY

- Able to work in team or independently with minimum supervision
- Able to work outdoor and fit both mental and physical
- An innovative, fast and good learner
- Willing to work hard and learn new things
- Good interpersonal and communication skills with people from all levels

Willing to travel : Yes
Expected date to start work : Anytime

REFERENCES

1. Name : Elly Zurina bt Abd Wahab
Tel Number : 014-5635000
Position : Administration Manager
Company : Pertubuhan Peladang Kunak
Relationship : Supervisor

