

# RESUME

## PERSONAL PARTICULARS



**Name** : NUR HAFIZAH  
BINTI MOHD SALEH

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**Nationality** : Malaysian

**Race** : Malay

**Religion** : Islam

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## EDUCATIONAL BACKGROUND

### UNIVERSITI MALAYSIA PERLIS (UniMAP)

- Bachelor of Business (Hons)  
(Engineering Entrepreneursip)
- Major in Business
- Current CGPA : 3.17
- Graduate on : Oct 2016

### SEK.MEN.KEB.PULAU NYIOR

- Sijil Tinggi Pelajaran Malaysia (STPM)
- Current CGPA : 2.75
- Graduate on : Mac 2012

### SEK. MEN.KEB.PULAU NYIOR

- SIJIL PELAJARAN MALAYSIA, SPM
- 4A's 1B 3C's 1D
- 2010

## WORK EXPERIENCE

### UNIC GROUP OF COMPANIES

- Admin Executive
- From Mac 2017 – October 2017
- Skim Latihan 1 Malaysia
- Help and assist administrative of the company. Also help in logistic department in keeping daily and monthly record.

#### • Job Done :

- 1) Registration transportation SPAD and PUSPAKOM. Its need to be updated every month.
- 2) Handling petty cash of admin and logistic expenses. It's needs to be key in by using accounting tools and system which is known as SQL System.
- 3) Deal with supplier. The purpose is to deal and negotiate in order to get the best prices for purchasing tools and equipment for transport which is busses.
- 4) Filing document. Every job sheet needs to be filing based on their category. The purpose is to make sure the progress of the job is always up to date.

### RED SEA TRAVEL AND TOURS

- Admin clerk
- From July 2016-December 2016  
(part time)
- Doing multitask job which is administrative and accounting of the company.

#### • Job Done :

- 1) Hold 3 branch of companies in once time. Needs to handle EPF and SOCSO of 70 employees included foreigner workers.
- 2) Renew license of the company at Kementerian Dalam Negeri (KDN). Got responsibilities in preparing all document for renewing the license of the company.
- 3) Registration of foreign workers. Needs to handle 3 foreign workers by registration and renewing their permit at MyEG and responsible to care of on their benefit.

## GENE MARTINO APPAREL

- Promoter and customer service (Part Time)
- Assist in daily sales and serve customer for the boutique. Also help in managing accounting and financial of daily sales.
- Job Done :
  - 1) Serve the customer for every day. Give the best serve to make sure they have interesting in purchasing the product.
  - 2) Doing daily check of in and out of the money in the boutique.

## UNIVERSITY MALAYSIA PERLIS

- Internship
- From June 2014-September 2014
- Incubator trainee at Scool of Business Innovation and Technoprenuership (PPIPT)
- Job Done :
  - 1) Start up new business by using and following business model canvass.
  - 2) Registered business (Anjab Collection) at Suruhanjaya Syarikat Malaysia (SSM).

## ELIT BESTARI TUITION

- Account clerk (Part Time)
- Handling administrative and accounting for the organization
- Job Done:
  - 1) Registered students in joining the tuition.
  - 2) Handle fees of the tuition and all the expenses in the organization.

## FINAL YEAR PROJECT

### TROLLEY BLADE

- Bachelor Degree Project
- Business plan of innovation product
- Do some research about the innovation product and new technology, find out the best design, develop the business plan included the cost of making the product, its benefit towards community and environment, the product life cycle and financial estimation for the future.

### SKILL

- Microsoft Office 2010
- SQL System
- Accountancy and financial
- Business plan
- Problem solving

### LANGUAGE

Language	Spoken	Written
Bahasa Malaysia	Fluent	Good
English	Good	Good

### ACHIEVEMENT

- Participation of Baktisiwa program
- Participate in Family Day of Residency Collage of UniMAP
- Participate in Program Cycling 100<sup>th</sup> with King of Perlis
- Involved in a Community Program organized by UNIMAP
- Involve in Community Service Association UniMAP
- Involved in 'Program Larian Utara 2013' (50KM) organized by UNIMAP
- Participate in Environment Forum of UniMAP
- Participate in UniMAP program for Charity Rainbow Run
- Participate in Human Dominoes for Book Of Record Challenge
- Involve in St.John Ambulance UniMAP

<b>MOBILITY AND AVAILABILITY</b>
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Mobility	Yes
Availability	Immediately

<b>REFERENCE</b>
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**Ir. Mohammad Harith Amlus**

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School of Business Innovation and  
Technopreneurship,  
Universiti Malaysia Perlis  
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**Nurul Farhana Binti Che Admi**

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