

RESUME

SITI NURNADIA BT MOHD SALMAN



Date of Birth: 15 January 1993

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SUMMARY

To find a new challenging and rewarding position, one that will built on my skill an knowledge in the organization by contributing ideas that can further increase the growth of the company. I am seeking a company that I can grow and work with toward common goal. I feel certain that my commitment to excellent, coupled with experience that I had gained during my university day, internship and also working period will help me to contribute for the success of my esteem company.



HIGHLIGHT

1) DATA ENTRY 2) PAYROLL 3) CUSTOMER SERVICES
4) MANAGEMENT 5) SOURCING 6) HUMAN RESOURCES
7) RECRUITMENT



EDUCATION

UITM PERMATANG PAUH

2015 Diploma in HOTEL & TOURISM
MANAGEMENT 2013 – Nov 2015
UNIVERSITY OF TECHNOLOGY MARA
(UITM)
Major: Hotel Management
CGPA : 2nd Class Upper

SMK KAMPONG SELAMAT

2010 SMK Kampong Selamat, Tasek
Gelugor Pulau Pinang
Major : Commerce
SPM Grade : 3 A, 3 B, 2 C



LANGUAGES

MALAY

Written Excellent
Speaking Excellent

ENGLISH

Written Good
Speaking Good



REFERENCE

Puteri Nor Hamidar Binti Megat Salleh

POSITION : Managing Director Talent Suites Sdn Bhd
ADDRESS : No 45, First Floor, Jalan Dagang 3 Pusat
Bandar Bertam Perdana, 13200 Kepala
Batas, Penang

Noor Laili Bt Mohd Yusof

POSITION : Lecturer TESL
ADDRESS : University Technology Mara (UITM)



SKILLS

PROFESSIONAL STRENGTHS

- Very punctual, ambitious, informative, and friendly person.
- Ability to work in a team and under pressure
- Good motivator, enthusiastic and open to learn new ideas
- Ability to use specialist knowledge creatively and innovatively to solve problems.
- Ability to handle multiple tasks
- Strong background in business administration
- Able to read, speak and write in Bahasa Malaysia and English
- Able to quickly adapt to new situations and system
- Able to interact with people of all level



EXPERIENCE

TALENT SUITES SDN BHD

Assistant Consultant

- 1) Attend meeting and keep minute meeting
- 2) Handle confidential document
- 3) Handling filling system
- 4) Sourcing the document
- 5) Handle HR task
- 6) Payroll
- 7) Entry data base company and also data another company
- 8) Secretary director and arrange schedule
- 9) Recruitment

DE BARON RESORT LANGKAWI (INTERNSHIP)

Receptionist Front Office

- 1) Make a reservation by call, email and walk-in
- 2) Handle check-in / check-out guest
- 3) Handling guest complain
- 4) Follow up call / pick up call
- 5) Data entry
- 6) Handling account
- 7) Customer service