

NURUL SYAFINAZ BINTI RAIE

014-6864231

[nurulsyafinaz\\_raie@yahoo.com](mailto:nurulsyafinaz_raie@yahoo.com)

2/417 Jalan Abang Aing,

Kampung Melango Baru,

95400 Saratok,

Sarawak



---

## 1. EDUCATION

UNIVERSITI TEKNOLOGI MARA (UiTM), SARAWAK

- BACHELOR'S DEGREE OF OFFICE SYSTEMS AND MANAGEMENT with HONOUR
- MAJOR IN OFFICE SYSTEM AND TECHNOLOGY
- CURRENT CGPA : 3.14
- GRADUATED ON MAY 2017

UNIVERSITI TEKNOLOGI MARA (UiTM), SARAWAK

- DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY
- MAJOR IN OFFICE MANAGEMENT AND TECHNOLOGY
- CURRENT CGPA : 3.10
- GRADUATED ON DECEMBER 2014

SEKOLAH MENENGAH BAHASA MALAYSIA SARATOK, SARAWAK

- SIJIL PELAJARAN MALAYSIA (SPM)
- RESULTS : 2A's 3B's 3D's 1E's
- 2009/2010

## 2. WORK EXPERIENCE

JABATAN KERJA RAYA (JKR) SAMARAHAN, SARAWAK

- Industrial Trainee
- Receptionist / clerk / administrative assistant
- Administration Department

- Able to handle clerical works and data entry, highly skilled in greeting customers and answering phone calls, filing, maintained database, organize and maintain all administrative file and records,
- Assist the administration of the day-to-day operations of the Human Resources functions and responsibilities.
- Preparing paper-minute about updates personal records in the measurement system competence/professional management officers.
- February – June 2016

### 3. Skills

Language	Spoken	Written
• English	Good	Good
• Malay	Good	Good

MS Word, MS Excel, MS PowerPoint, MS Access, Keyboarding Skills

### 4. Achievement

Description	Date Achieved	Details
Program Jalinan Mesra OSYS di Kampung Jawa Semenggok	October 2015	Participant
Organizing a Hi-Tea event for Part 1 students	August 2013	Committee Member
Office Management Seminar (OMSEM 2012)	February 2012	Participant
Pertandingan Kawad Kaki Antara Unit Beruniform Tingkatan Enam	June 2011	Participant
PRE-U Netball Match	June 2011	Committee Member
Final Year Project	July 2016	B

### 5. Expected Salary

RM1,000 and above

### 6. References

Name	Designation	Contact No
Puan Siti Fatimah Binti Abdul Latiff	FYP Supervisor / Lecturer	+60198553432
Puan Asmah Binti Mohd	Supervisor	+60146969142