

PERSONAL PARTICULARS



Name : Nur Farra Hanim Binti Mustapa
IC No : 920522146632
Address : No 73, Selasar Rokam 32,
Taman Ipoh Jaya, 31350 Ipoh, Perak
Telephone No : 012-5154056 /05-3112313
E-mail Address : farrahanim@rocketmail.com
Date of Birth : 22 May 1992
Place of Birth : Kuala Lumpur
Marital Status : Single

OBJECTIVE & MISSION

Executing task given effectively, efficiently and held responsible for any aftermath of the action taken.

EDUCATION BACKGROUND

| SCHOOL/ UNIVERSITY | YEARS | ACHIEVEMENTS |
|----------------------------------------------|-------------------------------|--------------------------------------------------------------------|
| MARA University of Technology, Seremban 3 | September 2013 - July 2015 | Bachelor of Administrative Science (Honours) with CGPA :3.22 |
| MARA University of Technology, Malacca | December 2010 – March 2013 | Diploma in Public Administration with CGPA :3.48 |
| Sekolah Menengah Teknik Kuala Kangsar | 2009 | SPM: 5A 1C 3D 1 G |

WORKING EXPERIENCES

2016 - Cashier (I-City)

- * Handling cash register based on provided guidelines
- *Dealing & explaining to customer on rules and terms and conditions on using the ticket
- * Recommend suitable attractions to customers based on their situation

2015- 2016 - Assistant Manager of 7- Eleven

- Managing the store's account and stock
- Keep the employees under surveillance
- In- charge of the store when the manager absence

SKILLS

1. COMPUTER

- Microsoft Word, Power Point, Access

2. ABILITY

- Basic Management skills
- Able to work in group
- Able to accomplish task given within specific time
- Able to work under pressure
- Be able to communicate with anyone
- Good leadership and interpersonal
- Hard-working and confident

3. LANGUAGE

| | Spoken | Writing |
|-------------------|---------------------|-----------|
| • English | Excellent | Excellent |
| • Bahasa Malaysia | Excellent | Excellent |
| • Mandarin | Able to communicate | |

EXPECTED SALARY

* RM 1500 - RM 2000

REFERENCE

1. Name : Khoo Yong Chee

Position : Senior Executive of Revenue Department of I-City, Leisure Park

Phone no : 016- 9936206