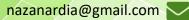# NOOR NAZATUL NADIAH BINTI ABDULLAH

013 6984134

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No. 178, Jalan Pasai, Bandar Baru
Sri Petaling, 57000 Kuala Lumpur.

ABOUT ME

Second Class Information Technology graduate with a strong academic knowledge across programming and information system. Recognized as an excellent communicator couple with solid multitasking abilities. My mission is to seek as much as experiences and give the best service this organization.

ADDITIONAL INFORMATION

AGE: 26 years
EXPECTED SALARY: Negotiable
WILLING TO TRAVEL: Yes

STRENGTH

1) Can work under pressure
2) Fast Learner
3) Easy adaption to new environment
4) Can work at any situation

EDUCATION

2012 - 2015

Bachelor in Information Technology, University Selangor, Selangor.

- Among subject taken:

  - Web Application and Design.
  - Information system
  - Business intelligent
  - Project management
  - Modelling and Simulation
  - Interactive Multimedia
  - Object Oriented Programming
  - System Analysis and Design
  - Software Engineering
  - Database System
  - Enterprise Architecture

EXPERIENCES

- **June 2016 – 13 January 2017 (Trainee in ICT Service Desk, SL1M, Tenaga Nasional Berhad (TNB) IBE, TNB 2 Sentral, Kuala Lumpur.**

  - Recommended corrective services to solved customer complained. Gathered and organized information on problem or procedures including present operating procedures.
  - Keyed in the information into computer to compile work volume statistics for accounting purpose and to kept record of customer requested and complained.
  - Answered telephone, convert email to customer management system (CMS), and runs errands.

- **September 2015 – June 2016 (Informational Technologies Assistant (Contract), Information Technology Department, Hospital Sungai Buloh, Selangor.**

  - Maintenance system and backup data for internal system. Prepared ERD diagram, Flow chart diagram.
  - Develop new system (e-Kuarters), upgrade and redesigning previous system such as e- directory hospital, e-esca (Downtime system), UACP system and USERID used programming language Bootstrap, PHP and MYSQL.
  - Provided montage and designed banner used adobe Photoshop

- **May 2015 – August 2015 (Practical Trainee (Technical Department), ZettaSoft Sdn. Bhd, Bangi, Selangor.**

  - Do maintenance computer at Cyber cafe located International Islamic University College Selangor (KUIS).
  - Learn how to manage Cyber cafe, asset management and internal networking (Intranet). Installation router, server and Cyber cafe system at all PCs.
  - Customize website used Joomla and WordPress for Corporation
    Company (Application Department).

SKILLS

Multi-Tasking Skills
–can do the job as executive, building banner and logo, can editing images using Photoshop

Analytical Skills- SWOT analysis, Pest analysis.

Communication
-Facilitated communication between members within the organizing the project

Languages
-Excellent Malay| intermediate English

COMPUTER SKILLS

- **Programming**:
    - HTML| Basic of C++| Basic of Java J2ME| Basic of C#| PHP| Bootstrap.
- **Multimedia** :
    - AudaCity| SWiSHMAX| Adobe Flash| Macromedia Director MX2004| Adobe Photoshop.
- **Application Software**:
    - Microsoft Office (Word, Power Point, Excel, Access, Publisher, Visio) |Visual Studio2008| VB.Net, MySQL| Php My Admin| Wix, Star UML.
- **Operating System**:
    - Windows| Linux (Ubuntu, Backtrack).

TRAINING

- **Professional Image Enhancement Workshop, SL1M-IBE TNB, TNB Integrated Learning Solution Sdn. Bhd (ILSAS), June 2016.**
    - Short course in this workshop conducted by Career Cube about to enhance personality and attire.

- **Professional Job Preparation Workshop, SL1M-IBE TNB, TNB Integrated Learning Solution Sdn. Bhd (ILSAS), June 2016.**
    - To improve resume writing skill and interview skills.

- **Seven Habits of Highly Effective People, SL1M-IBE TNB, TNB Integrated Learning Solution Sdn. Bhd (ILSAS), June 2016.**
    - Conducted to develop the self-esteem and behavior of the participant.

- **Occupational Safety and Health (OSH) and Sharp Injury Courses, April 2016, Hospital Sungai Buloh (HsgB).**
    - This programmed about skill to learning the techniques used medical equipment correctly.

- **Crystal Report, Feb 2016, Information Technology Department, Hospital Sungai Buloh (HsgB).**
    - This workshop about sub module of pharmacy and x-ray part to get data from e-HIS.

REFERENCES

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