



NURFARAIN BINTI RAZALI

Address : No 625 Taman Desa Permai, Serting Tengah, 72200 Batu Kikir,

Negeri Sembilan Darul Khusus

Telephone: 0136494680

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OBJECTIVE

To be a good worker, willing to learn, easy to adapt with new environment and contribute to the company/organization where I can utilize my knowledge and experience.

EDUCATION

Penilaian Menengah Rendah - Pass

Sijil Pelajaran Malaysia-Pass

Sijil Tinggi Pelajaran Malaysia-Pass

2012-2015 : Universiti Teknologi Mara (CGPA: 3.00)
Bachelor Degree of Information Science Resource Center Management
Graduated (Nov 2016)

WORKING EXPERIENCE

2009-2010 : Mass Health Enterprise, HRC Batu Kikir, Negeri Sembilan
Clerk

2011-2012 : Sekolah Kebangsaan Serting 3 Felda, Bandar Baru Serting, Jempol,
Negeri Sembilan (Teacher)

2013-2015 : Commander of National Kesatria

CURRICULAR ACTIVITIES

2015	Promotional activities in Resource Center/ Programme Bureau
2014	Information Literacy Programme: Eksplorasi Mahabbah / Facilitator
2014	Literature And Reading Guidance Programmes : Reading Rangers / Safety Bureau
2013	Jom Cataloging Workshop
2013	Latihan Intensif Bakal Komander
2012	Pertandingan Kawad Kaki Perkom

SKILLS

Computer Skills

Competency in Microsoft Office Word, Microsoft Power Point, Microsoft Access, Microsoft Excel, Microsoft Publisher, Macromedia Director Mx 2004 and Swish Max

Language Skills

Fluent in written and spoken Malay, fair in English and Arabic language

PERSONAL CHARACTERISTICS

An independent person, confident, multi-tasking and have a good communication skills

REFERENCES

- 1) **Name:** Dr Siti Arpah Nordin
Tel (Phone): 0133306582
Position: Lecturer at UiTM Puncak Perdana
Organization: Faculty of Information Management, UiTM Kampus Puncak Perdana, No 1, Jalan Pulau Angsa A U 10/A, Seksyen U10, 40150 Shah Alam, Selangor
- 2) **Name:** Dato' Haji Haidzir bin Hussin
Tel (Phone): 0199674040
Position: Principal of Sekolah Sultan Alam Shah, Presint 1, 62000 Putrajaya, WP Putrajaya, Malaysia