

**NUR ZAFIRAH BT AHMAD ZAINI**

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TERENGGANU

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**Update: 6<sup>th</sup> February 2017**



### **RESUME SUMMARY**

Highest Education : Bachelor of Business Administration (Hons.) In  
Human Resource Management

Expected Salary : RM 2200 (Negotiable)

### **EDUCATION LEVEL**

Universiti Tenaga Nasional (UNITEN)	Bachelor of Business Administration in Human Resource Management (hons) Current CGPA: 2.66
Kolej Professional Mara Ayer Molek, Melaka	Diploma in Business Studies Current CGPA 2.46
Sekolah Menengah Teknik Dungun	Sijil Penilaian Tinggi (SPM) 2A1B4C1D2E

### **EXTRA CURRICULAR ACTIVITIES**

#### **University Level**

- Committee for UNITEN TNC/ let's speak English/ Career Talk/ Share your energy and "Program Khas OMG Kembara Setem Kebangsaan 2014 Peringkat UNITEN Pahang".

#### **Diploma Level**

- Participated in "Konvokesyen and Karnival Siswa Niaga KPM & KM at National Level 2010 until 2011.
- Hold the position as committee of Suruhanjaya Pilihanraya MPP 2011
- Hold the position as secretary of Persatuan Siswa Niaga (PSN)
- Participated as student trainer Jabatan Petahanan Awam 2010/ 2011
- Join on gunung ledang mount expedition 2011

### **EXPERIENCES**

#### **1. Percetakan Nasional Malaysia Sdn.Bhd (Aug 2016 –present)**

Scope of work:

- Develops and implements sales activities to achieve the target
- Explores new business opportunities and identifies potential clients
- Build good rapport with the customers
- Prepares sales reports

## **2. Translator Executive at FLE (M) Sdn.Bhd ( NOV 2015-JAN 2016)**

Scope of work:

- reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained;
- using Translation Memory software, such as SAP System to ensure consistency of translation within documents and help efficiency;
- using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used;
- researching legal, technical and scientific phraseology to find the correct translation;
- providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document;
- using the internet and email as research tools throughout the translation process;

## **3. Inventory Assistant at MYDIN Hypermarket Sdn Bhd (SEP 2015-OCT 2015)**

Scope of work:

- Compiles and maintains records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in establishment: Counts material, equipment, merchandise, or supplies in stock and posts totals to inventory records, manually or using computer.
- Compares inventories to office records or computes figures from records, such as sales orders, production records, or purchase invoices to obtain current inventory.
- Verifies clerical computations against physical count of stock and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.
- Compiles information on receipt or disbursement of material, equipment, merchandise, or supplies, and computes inventory balance, price, and cost.
- Prepares list of depleted items and recommends survey of defective or unusable items.
- May operate office machines, such as typewriter or calculator.
- May stock and issue materials or merchandise.

### **COMPUTER SKILLS**

- Computer & IT Literate – Microsoft Office (Word, Excel and Power Point)

### **LANGUAGE**

- Spoken language: Bahasa Melayu and English
- Written language: Bahasa Melayu and English

### **PERSONAL STRENGTH**

- ☐ I am willing to learn and accept any consequences from my action. I am also a fast-learner and I can work independently as well as work in team. I am also will able to give full co-operation to achieve objective and ability to work to deadlines. Willingly to move and can start from any level of position

### **REFERENCES**

Name : Pn Zurina Bt Ismail

Tel : 01129377675

Position: Supervisor fyp

Email : zurina@uniten.edu.my

Name

Tel

position

: Pn Azah

: 0193843311

: Supervisor Fle (m) sdn bhd

Name : Pn Nurul Huda Binti Ahmad Razali

Tel : 03-89212020 Ext: 3184

Position: Student advisor

Email : Huda@uniten.edu.my