

# PROFILE



**NAME: NOOR SABILLAH BINTI MAT SAAD**

## Contact Info

**Address** : F-345 Jalan Sempadan, Simpang Empat, 34200 Parit Buntar, Perak Darul Ridzuan  
**Mobile No.** : +6016-5021400  
**Email** : noorsabillah92@gmail.com

## Personal Particulars

<b>Age</b>	: 25 Years Old	<b>Date of Birth</b>	: 20 / 10 /1992
<b>Nationality</b>	: Malaysia	<b>Gender</b>	: Female
<b>Marital Status</b>	: Single	<b>IC No.</b>	: 921020-09-5120
<b>Permanent Residence</b>	: Malaysia		

## Educational Background

### Highest Education

<b>Level</b>	: Bachelor's Degree in Business	<b>Grade</b>	: 3.11
<b>Major</b>	: Engineering Entrepreneurship		
<b>Institute / University</b>	: University Malaysia Perlis (UniMAP)		
<b>Located In</b>	: Malaysia		

### DIPLOMA IN BUSINESS STUDIES

- UNGKU OMAR POLYTECHNIC, IPOH , PERAK
- Obtained 3.46 CGPA
- Attended academic courses on Business, Company & Commerce Law, Computer System, Marketing, Human Resource, E-Commerce, etc.
- Obtained professional certificate in Business Studies Course and Effective Customer Service

## **SIJIL PELAJARAN MALAYSIA (SPM)**

- 2009
- 1A+, 2B+, 1B, 4D, & 1G

Languages		
Proficiency (0=Poor - 10=Excellent)		
Language	Spoken	Written
Bahasa Malaysia	10	10
English	7	8

## **INTERSHIP PROGRAMME**

### **ENERGY LAB SOLUTION ( ELS)**

#### **Sales Engineer ( 10 Weeks )**

- Prepared proposal for PPRN
- Calculating client quotations
- Managing and interpreting customer requirements
- Provide administrative support to technical staff

### **PERTUBUHAN PELADANG KAWASAN PARIT BUNTAR DAN SIMPANG TIGA ( PPK)**

#### **Admin Officer ( 6 months)**

- Prepared confirmation acceptance letter
- Managed members' share funds
- Prepared slideshow for the competition group of Creative and Innovative (KIK)
- Provided administrative support to technical staffs

## **Additional Info**

Computer skills:

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Publisher

**Personal Qualities:** I am easygoing person, have a good self-confident. I possessed excellent interpersonal skills, determined, creative and good in decision making and interacting with people at all levels. I am computer literate and a fast-learning person.

**Preferred Work Style:** I would like to work in an organized environment, where I can be challenged to perform and to be recognized for my performance. I would like to think that I am ambitious and realistic about my chances of completing a task successfully and contribute positively in company.

**SEMINAR AND EXTRA CURRICULAR ACTIVITIES:**

- Involved in Reception Day Of Tan Sri Aishah Ghani (RedTAG) 2014
- Committee Members in Battle of The Nasyid Inter College 2014
- Join Futsal (Women Category ) in Residential College Sports Carnival Tan Sri Aishah Ghani
- Coordinator of Special Tasks in Residential College Sports Carnival Tan Sri Aishah Ghani
- An exco-member in Residential College Council Tan Sri Aishah Ghani
- Involved in a Community Program Organized by UNIMAP

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**References**

**Name** : DR. TUNKU SALHA BINTI TUNKU AHMAD  
**Telephone No.** : +604-9797702  
**Position** : SENIOR LECTURER  
**Company** : UNIVERSITI MALAYSIA PERLIS  
**Relationship** : DEAN OF SCHOOL OF BUSINESS INNOVATION AND  
TECHNOPRENEURSHIP

**Name** : MRS. JULINAWATI BINTI SUADAN  
**Telephone No.** : +6019-4795959  
**Position** : LECTURER  
**Company** : UNIVERSITI MALAYSIA PERLIS  
**Relationship** : RAKAN PENDAMPING SISWA

**Name** : MR. MOHD. JURAIJ BIN ABD. RANI  
**Telephone No.** : +6013-6422356  
**Position** : LECTURER  
**Company** : UNIVERSITI MALAYSIA PERLIS  
**Relationship** : INCUBATOR PROGRAMME SUPERVISOR