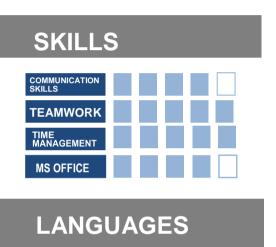# NURUL SYAZWANI BINTI MUSA

7919, Lorong 4, Pokok Tampang, 13300 Tasek Gelugor

010-4603510

nurulsyazwanimusa93@gmail.com

OBJECTIVE

Perform assigned tasks efficiently, fast, trustworthy and responsible for all actions taken.

SKILLS

COMMUNICATION SKILLS	■	■	■	■	☐
TEAMWORK	■	■	■	■	■
TIME MANAGEMENT	■	■	■	■	■
MS OFFICE	■	■	■	■	☐

LANGUAGES

MALAY	■	■	■	■	☐
ENGLISH	■	■	■	☐	☐

REFERENCE

➢ Puan Faizatul Akmam binti Amiruddin
Lecturer FBM Uitm Permatang Pauh
email : Akmamamir671@ppinang.uitm.edu.my

➢ Puan Siti Salwa binti Nordin
Staff Aimst University
email : sitisalwa_nordin@aimst.edu.my

CO-CURRICULAR

2014 Participate in Penang Invention, Innovation and Design (PIID 2014) Competition.

2014 Participate in (Bengkel SPSS).

2012 Participate in (Seminar Pelancongan dan Keusahawanan) kursus Angkasa.

2012 A committee of blood donation program.

EDUCATION

BACHELOR'S DEGREE OF BUSINESS MANAGEMENT WITH HONOUR (OPERATION MANAGEMENT).
Universiti Teknologi Mara, Permatang Pauh - 2016

FOUNDATION IN ACCOUNTING
Kolej Matrikulasi Perlis - 2012

SIJIL PELAJARAN MALAYSIA
SM Teknik Kulim - 2010

WORK EXPERIENCE

2015 **STRADFORD INTERNATIONAL COLLEGE, PRAI**
Industrial Trainee, Feb 2015 – Mei 2015
Manage library system, and editing syllabus students for one semester.

2016 **KINDERGARTEN EDUCATOR, CILIK COMEL SDN.BHD**
Teacher, Jan 2015 – Apr 2015
I am working as a kindergarten teacher. Teach all subjects such as bahasa Melayu, English Language, science, art and craft, mathematics, reading.

2016 **AIMST UNIVERSITY, BEDONG,KEDAH**
Training Staff, Aug 2016 – Feb 2017

Admission for 3 month (admin exercutive)
My task is filing document students such as slip examination result, application students and registration form according to their courses. Next, scanning all the important information of each student and store them into hard disk. Filing documents foundations student. I was also involved in the management of the registration of new students.

Exam Division for 3 month (admin exercutive)
My works is arranging and filing incoming and outgoing documents . Creating examination time tables for student. Planning usage of exam halls for final exam and mid-term exam. Managing exam entry list and all candidates. Lastly, key in result students and creating exam slip for students.