



**Address** : No. 36, Kampung Kubang Jambu, 33400 Lenggong,  
Perak, Malaysia.  
**Phone** : 013-9933041  
**Email** : norainsopian@gmail.com

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**PERSONAL PARTICULARS**

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Age	: 23 years old	Date of Birth	: 8 <sup>th</sup> March 1994
Nationality	: Malaysia	Place of Birth	: Klinik Lenggong, Perak
Type of Blood	: A	IC No.	: 940308-08-5072
Marital Status	: Single	Religion	: Islam
Gender	: Female	Weight	: 64 kg
Health	: Excellent	Height	: 164 cm

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**EDUCATIONAL BACKGROUND & QUALIFICATION**

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2014 – 2016	: UiTM Negeri Sembilan Kampus Seremban Bachelor of Corporate Administration CGPA : 3.18		
2012-2013	: UiTM Kedah Kampus Sungai Petani Law Foundation Programme CGPA : 2.97	MUET	: BAND 3
2007-2011	: SMK Dato' Ahmad, Lenggong, Perak. SPM (Grade: 5A 2C 1D ) PMR (Grade: 6A 3B)		
2001-2006	: SK Lenggong, Perak. UPSR (Grade: 4A 1B)		

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## SKILL, STRENGTH & KNOWLEDGE

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- Proficient in Microsoft Office – M.Word, M.Excel, M.PowerPoint, M.Access
- Knowledge – Company Law, Financial Accounting & Reporting, Taxation, Human Resource, Public Relations, Quality Management, Research and etc.
- Good interpersonal skills – critical thinking, communication & time management skills
- Positive attitude to accept constructive feedback and have great emotional intelligence
- Professional and manage to work with flexible working environment
- Able to work individually and as a team member
- Capable to work under pressure with adequate dateline
- Very talented leadership for teamwork and always have well-planned strategies
- Good in writing and speaking (Bahasa Melayu & English) and basic speaking in Arabic
- Ability to work in a culturally diverse environment and get along fairly well with people

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## PERSONAL INTEREST & ACTIVITY

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- Passionately in volunteerism such as charity event involve community surrounding
- An adventurous person to explore new places and things by traveling or vacation
- Stamina fit as an athlete for shot put, badminton and netball sport
- Desire on reading, watching, listening and surfing random stuff
- Talented young entrepreneurs in business field

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## EXTRACURRICULAR ACTIVITIES

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### UNIVERSITY

- IM4U Club
- Artdeen Club
- Peers Club

### SECONDARY SCHOOL

- 2008 Pertandingan Choral Speaking Daerah Hulu Perak.
- 2007 Pertandingan Kawad Kaki Peringkat Daerah Hulu Perak
- 2006 Pertandingan Choral Speaking Peringkat Negeri Perak

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## WORKING EXPERIENCE

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- Pejabat Daerah Dan Tanah Lenggong ( July – September 2016)
  - ✓ Involved with industrial training within 2 months at the Pejabat Daerah Dan Tanah Lenggong.
  - ✓ Engaged with different types of task and department which include public relation, customer services, file management, administration and etc.

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## REFERENCE

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The following persons have agreed to provide any additional information regarding my qualification;

1. Name : Puan Norraidah Bt Abu Hassan  
Position : Coordinator for Practical Training (AM 225 - Corporate Administration)  
Institution : University Teknologi Mara,  
Cawangan Negeri Sembilan,  
Kampus Seremban 3,  
70300, Seremban Negeri Sembilan  
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