

NUR IZANTI BINTI MOHAMMAD

012-4373593

nurizanti@yahoo.com

930619-02-5350

11, Lorong Nangka 1, Taman Desa Damai, 14000 Bukit Mertajam,
Pulau Pinang



1. EDUCATION

UNIVERSITI TEKNOLOGI MARA (UiTM) KAMPUS BANDARAYA MELAKA

- Bachelor in Office System Management (Hons.)
- CGPA: 2.98/4.00
- November 2013 - October 2016

KOLEJ POLY-TECH MARA ALOR SETAR, KEDAH

- Diploma in Office Management and Technology
- CGPA: 2.99/4.00
- September 2011 - September 2013

SEKOLAH MENENGAH KEBANGSAAN PERMATANG RAWA

- Sijil Pelajaran Malaysia (SPM)
- Results: 1A- 1B+ 1B 1C 1C+ 2D's 2E's
- 2010

2. WORKING EXPERIENCE

MAO CHEANG HANG TRADING SDN BHD, PRAI

- Store Clerk
- Receive incoming items from supplier (DO), create and submit item receiving reports to the supervisor, handle invoice of returned good, handle foreigner attendance, answer the telephone in a pleasant way, maintain cleanliness of store, ensure stock levels on the sales floor are maintained continually, generate barcode of products
- April 2016 – March 2017

GOOD MASTER PHARMACY, BUKIT MERTA JAM

- Pharmacist Assistant
- Assist pharmacist in giving the medicine to patients, handle the medical aids such as wheelchair and patience bed to customers, help handle the cashier fulfil customer order, check and refill stock
- February 2016 – March 2016

INSTITUT PENDIDIKAN GURU KAMPUS PEREMPUAN MELAYU, MELAKA

- Industrial Trainee in Management Services Unit
- Data entry, handle telephone call, filing, shred unnecessary document and assist any office task
- September 2015 – December 2015

TANG ENG-LE LOGISTICS (M) SDN. BHD., BUKIT MERTA JAM

- General Clerk
- Data entry, make a report, filing and handle telephone call
- November 2012 – January 2013

3. SKILLS

| Language | Spoken | Written |
|-----------|--------|---------|
| • English | Fair | Fair |
| • Malay | Good | Good |

Microsoft Office

Microsoft Excel

Fast learner

Working in team

Personality

- Hardworking and fast learner
- Able to work independently/team
- Positive thinking

4. ACHIEVEMENT

| Description | Date achieved | Details |
|--|---------------|---------------------|
| Kursus Integriti Teras Kejayaan | November 2015 | Participant |
| Program Transformasi Perkhidmatan Awam | | |
| Photography Club | December 2014 | Assistant Secretary |
| Zoomanji Wildlife Adventure Challenge & participant | November 2014 | Organizer |
| ECO Walk of Life 2014 | November 2014 | Participant |
| “Walk, discover & green Melaka” 5km | | |
| Program Pembudayaan Keusahawanan | June 2014 | Participant |
| Mahasiswa Baru Siri 2 | | |
| Program Kembali ke Fitrah | May 2014 | Participant |
| Malaysian University English Test | July 2013 | Band 2 |
| Perkemahan Taman Laut Pulau Redang | 2009 | Participant |
| Program Usahawan Muda | 2009 | Participant |

5. REFERENCES

| Name | Designation | Contact No. |
|------------------------------|---|-------------|
| Ms. Goh Yng Yng | Warehouse Supervisor Mao Cheang Hang Trading Sdn Bhd | 017-4047658 |
| Mrs. Ng Siew Lan | Pharmacist Good Master Pharmacy Sdn. Bhd. | 04-5304642 |
| Puan Nurhidayah binti Rozali | Assistant Administrative Officer (Industrial Training) | 019-3395484 |