

# NUR AIN BT MAT LUDIN

27 December 1992 (24 years)

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Address: D1/55 Taman Medan Jaya, Rusila, 21080, Marang, Terengganu



## Experience

MAY - NOV  
2016

### ACCOUNT ASSISTANT

Bustani Hotel, Jitra

- SL1M Trainee
- Handle general account and administration work
- Key in data
- Analyze data from E-HORS system.

AUG-NOV  
2015

### ADMINISTRATION ASSISTANT

Syarikat Air Terengganu (SATU)

- Practical Trainee
- Handle administration and customer services work
- Use iFiling and CRM system

SEP 2013-  
JAN 2014

### GENERAL CLERK

Hikaru Networking Sdn. Bhd

- Do general accounting work
- Key in monthly stock
- Dealing with retailer about stock
- Use IFAS system

JUNE-JULY  
2013

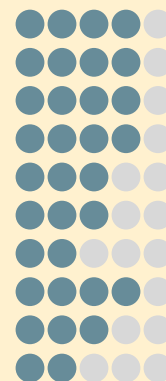
### PART TIME PROMOTER

The Store Malaysia Berhad

- Dealing with customer
- Promote the product to attract the customer
- Make some simple report

## Skills

Microsoft Excel  
Microsoft Word  
Microsoft Power Point  
iFiling  
Int. Fin&Acc Sys (IFAS)  
CRM System  
E-HORS (Hotel System)  
Eviews  
SPSS  
STATA



## Education

### BACHELOR OF BUSINESS ADMINISTRATION (HONS) BUSINESS ECONOMIC

UiTM KEDAH  
CGPA 2.82/4.00  
2014 - 2016

### DIPLOMA IN BANKING

UiTM TERENGGANU  
CGPA 3.03/4.00  
2010 - 2013

## Referer

Mrs. Syamsuria  
Account Executive  
Bustani Hotel, Jitra  
019 523 1595