



RESUME

Nur Izzati Binti Abdul Nasri

Ps 02-09 Permai Seri,
Jalan 13d Permai City,
Taman Dato Ahmad Razali,
68000 Ampang,
Selangor.

Phone No : 010-2755657
ezaty50@yahoo.com.my

PERSONAL PARTICULARS

Identity Card Number	:	911005-01-6720.
Date of Birth	:	05 th October 1991
Age	:	26 year old
Place of Birth	:	Pontian, Johor.
Gender	:	Female
Nationality	:	Malaysian
Marital Status	:	Marriage
Religion	:	Islam
Race	:	Malay
Health	:	Good

EDUCATION ATTAINMENTS

- 2009-2012 : Kolej Uniti.
Diploma Pengurusan Perniagaan.
71250 Pasir Panjang, Port Dickson,
Negeri Sembilan, Malaysia.
- JAN 2009 : Institut Latihan Teknikal Putra (Hexa Pro)
Sijil Komputer.
12a, 12b & 12c,
Jalan Sri Putra 1,
Bandar Putra,
Johor.
- 2004-2008 : Sekolah Menengah Kebangsaan Indahpura 1.
Sijil Pelajaran Malaysia (SPM)

LANGUAGE SKILLS

- Malay Language - Excellent in reading, writing and speaking
English Language - Good in reading, writing and speaking

SKILLS

1) Computer Literacy

- Microsoft Office - Word, Power Point, Excel, Access And Project (Good)
- Autocad 2012 – (Intermediate)

2) Customer Service (Proficiency : Good)

3) Team Management (Proficiency : Good)

EXTRACURRICULAR ACTIVITIES

- Sports
- Facilitators

WORK EXPERIENCE

Company : Haily Construction Sdn Bhd
Position : Project Clerk / Document Controller
Date of employment : 1st June 2012 – Until now
Job description : Project Department
Ensure Documents, drawings, as-built drawing, records & files are properly maintained in accordance with quality requirements.
Prepare for paper work report the anything project.
Prepare quality performance report according to schedule
Assist in other administrative works as & when required.

REFERENCE

Name : Miss Rafidah Binti Mohd Isa.
Position : Clerk
Company : Institut Latihan Teknikal Putra.
Telephone : 07-6634709.

Name : Puan Amy.
Position : Clerk
Company : Kolej Uniti
Telephone : 06-6619211 / 06-6610510

Name : Mr Lim Kok Siang.
Position : Contract Manager
Company : Haily Construction Sdn Bhd
Telephone : 07-6639988