



NOR ANISAH BINTI SHAARI

Personal Particular & Preferences	
Address	: No 22,Kampung Bangau Tanjung,28000 Temerloh, Pahang
Email	: noranisahshaari15@gmail.com
Tel. No.	: 017-9165633
Date of Birth	: 15/06/1997
IC No.	: 970615-38-5056
Place of Birth	: Klinik Desa Changkat Melintang, Perak
Gender	: Female
Race	: Malay
Religion	: Islam
Nationality	: Malaysia
Marital status	: Single
Achievement	
UPSR	: 4A1C
PMR	: 5A2B1C
SPM	: 1A 3B 1C 3D 1G

## **Educational Background**

### **Diploma in Office Administration**

Major : O: Office Admin  
Institute / University: College MCS  
GPA : 4.00  
CGPA : 3.30  
Duration : March 2015-August2017  
Graduation Date : May 2018

Skill : Microsoft Word  
: Microsoft Excel  
: Microsoft Publisher  
: Record Management  
: Basic Account  
: Business Calculation

## **Employment History**

1. Practical at Pejabat Tenaga Kerja Temerloh  
Industry : Pejabat Tenaga Kerja Temerloh  
Work Due : 3 January-12 May 2017  
  
Work Place : Pejabat Tenaga Kerja Temerloh  
Work Description
  - Record Fail
  - Handle interview session
  - Do all important letter
  - Do work regarding office management

## **Additional Information**

Posses Own Transport : Yes  
License : D

## **References**

1. **PUAN ZAILLAH BINTI MOHAMED**  
Workplace : Pejabat Tenaga Kerja Temerloh  
Position : Penolong Pengarah Tenaga Kerja  
Tel no : 092961207