



**NUR HANISAH BINTI HASSIM**

#### CONTACT INFORMATION

**Address:** No.43, Kampung Dendang, 23200 Bukit Besi, Dungun, Terengganu  
**Mobile number:** 019-2023851  
**Email:** [nhanisahhassim@gmail.com](mailto:nhanisahhassim@gmail.com)

#### PERSONAL PARTICULARS

<b>Age:</b>	24 years old	<b>IC Number:</b>	930909-11-5258
<b>Nationality:</b>	Malaysia	<b>Date of Birth:</b>	9 September 1993
<b>Race:</b>	Malay	<b>Marital Status:</b>	Single
<b>Religion:</b>	Islam	<b>Gender:</b>	Female

#### EDUCATIONAL BACKGROUND

##### 2014- 2016

<b>Level:</b>	Degree	<b>Graduation Date:</b>	December 2016
<b>Faculty:</b>	Business Management	<b>Grade:</b>	2.88/4.00
<b>Programme:</b>	Bachelor in Office Systems Management (HONS.)		
<b>Name Institution:</b>	Universiti Teknologi MARA, Jengka, Pahang.		

##### 2011 - 2014

<b>Level:</b>	Diploma	<b>Graduation Date:</b>	November 2014
<b>Faculty:</b>	Business Management	<b>Grade:</b>	2.83/4.00
<b>Programme:</b>	Diploma in Office Management and Technology		
<b>Name Institution:</b>	Universiti Teknologi MARA, Dungun, Terengganu.		

##### 2006 - 2010

<b>Level:</b>	SPM
<b>Name Institution:</b>	Sekolah Menengah Kebangsaan Jerangau
<b>Result:</b>	1A, 1A-, 1B+, 1B, 5D
<b>Graduation Grade:</b>	December 2010

#### SKILLS

1. Microsoft Office application system [Word, PowerPoint, Excel, Publisher, Access (basic), and Project (basic)].
2. Good knowledge in computer.

3. Good in typing skill and note taking.
4. Highly skilled in providing support and consultation.
5. In depth knowledge of office practices and procedures.
6. Able to conduct related task in operational areas.
7. Able to work in a team and communicate well with the team.
8. Willing to work for long hours and moderate travel.
9. Willing to try new things and I am interested in improving efficiency on assigned tasks.

\* Attended and passed program

(17 October 2011 – 19 October 2011)

Basic Adobe Photoshop CS3 and Ms Movie Maker

### **Languages:**

1. Malay Language: Spoken (excellent), Written (excellent)
2. English Language: Spoken (good), Written (good)
3. Mandarin Language: Basic

## CO-CURRICULAR ACTIVITIES

1. Participant in “Kadet Bomba”, Sekolah Menengah Kebangsaan Jerangau
2. Participant in Entrepreneurship Club, Sekolah Menengah Kebangsaan Jerangau
3. Participant in Net Ball Club, Sekolah Menengah kebangsaan Jerangau
4. Participant in Scuba Diving Club, UiTM Kampus Dungun
5. Participant in “Kesatria Negara”, UiTM Kampus Dungun

## WORK EXPERIENCE

### **January 2017 – Present**

**Company Name:** Kedai Runcit  
**Position:** Sales Assistant  
**Duties:** Help manage sales

### **September 2016 – December 2017**

**Company Name:** Pejabat Pendidikan Daerah Dungun  
**Position:** Internship  
**Duties:** Perform general administrative duties

## REFERENCE

**Name:** Puan Nursuhada Binti Mohd Rezi  
**Position:** Executive Officer  
**Company:** Pejabat Pendidikan Daerah Dungun  
**Mobile Number:** 09-8441355

**Name:** Puan Noor Dalila Binti Musa  
**Position:** Lecturer  
**Company:** Universiti Teknologi Mara (UiTM Jengka, Pahang)  
**Mobile Number:** 09-4602431

**Name:** Forzias Binti Saman  
**Position:** Owner Kedai Runcit  
**Company:** Kedai Runcit Forzias  
**Mobile Number:** 018-9048052