

NUR ANNISA BINTI NORDIN

No. 1 Lot 2038, Jalan Selaseh 8, Kampung Sentosa,
Paroi, 70400 Seremban, Negeri Sembilan.
annisanordin@gmail.com

013-6525058



Objective

I am seeking for a challenging job that can give experiences where I can utilize my talent and knowledge.

Working Experiences

- SL1M Trainee at Gamuda IBS, Sepang. (November 2017 – Present)
 - Produce newsletter for the company.
 - Data entry.
- English Tutor at Talent Suites, Kepala Batas. (April 2017 – September 2017)
 - Produce learning materials for students i.e module, exercises, and games.
- Temporary Data Puncher for Patient Satisfaction Survey for Primary Care Survey, IHSR. (March 2011 – May 2011)
- Bookshop Sale Assistant at Centrepont Seremban. (Dec 2008 – March 2009)

Education

University

International Islamic University Malaysia
Bachelor of Human Sciences (English Language and Literature)
September 2011 – August 2016

Pre-University

Centre for Foundation Studies International Islamic University Malaysia
Foundation Studies in English
June 2009 - February 2011

Secondary Education

Sekolah Menengah Kebangsaan Pendeta Za'ba
Sijil Peperiksaan Malaysia (SPM)
2004 – 2008

Skills

Computer Skills

Microsoft Office:	Advanced
Microsoft PowerPoint:	Intermediate

Language Skills

	Speaking	Writing
Bahasa Melayu	Excellent	Excellent
English	Excellent	Excellent
Arabic	Basic	Basic