

PERSONAL PARTICULARS

Name : Nor Shahniza Zarina Bt Md Roni
Gender : Female
Age : 23 Years Old
Contact No. : +6011-14402904
Email Address : shahniza_niza@yahoo.com
Expected Salary : RM 1800/ Month



EDUCATIONAL BACKGROUND

Date : Feb 2013 – June 2016
Institution : **International Islamic University Malaysia**
Qualification : **Bachelor of Economics (Development)**
CGPA: 3.14

Date : June 2011- Nov 2012
Institution : **Centre for Foundation Studies, IIUM**
Qualification : **Foundation in Economics and Management Sciences**
CGPA: 3.69

Date : 2010
Institution : **Sekolah Berasrama Penuh Integrasi Kubang Pasu, Kedah**
Qualification : **Sijil Pelajaran Malaysia (SPM)**
8A 2B 1C

WORK EXPERIENCES

Date : 12th July – 30th October 2016
Company : **Sireh Emas Marketing Sdn Bhd**
Position : **Assistant Account Executive**

Job Responsibilities:

- Process payments & documents such as invoices, journal vouchers and statements.
- Enters updates and retrieves accounting data from automated accounting system.
- Perform related work as assigned.

Date : 20th June – 1st July 2016
Company : **ManpowerGroup Solutions**
Position : **Trainee - Khazanah Nasional SL1M - Green Programme**

Job Responsibilities:

- Completed training modules.

Date : June 2015-May 2016
Company : **Private**
Position : **Home Tutor**

Job Responsibilities:

- Taught Qur'anic recitation and Arabic language.
- Prepared lessons, and assign and correct homework.

Date : Nov 2015
Company : Private
Position : Vendor

Job Responsibilities:

- Set up own small stall during Convocation Fiesta in IIUM.
- Managed to obtain revenue around RM 2,000 from the sales.

Date : June 2014 – Sep 2014
Company : AS Klip Cahaya Ent.
Position : Shop Assistant

Job Responsibilities:

- Deal with customers.
- Closure of the account, make invoice and quotation.
- Organize and arrange the stocks.

Date : Dec 2012
Company : Pasaraya RasLima
Position : Shop Assistant

Job Responsibilities:

- Stocking the shelves, assisting shoppers, keep the shop tidy and clean.

SKILLS

1. Computer :

- Microsoft Words, Excel, PowerPoint
- E-Views (Beginner)

2. Ability :

- Good in using creative and innovative ways of teaching.
- Good in leadership, communication and interpersonal skills.
- Good in critical thinking, problem solving and customer service skills.

3. Language :

	Spoken	Writting
• English	Good	Good
• Bahasa Malaysia	Good	Good

CO-CURRICULUM ACTIVITIES

- Participant in Full Blooded Investor Workshop, LifeChamp, 2016
- Secretary General of Convocation Fiesta (CONVEST'15), IIUM, 2015
- Treasurer of Community Outreach (Misi Mahasiswa Rakyat), 2015
- Sub-committee of Presidential Secretariat, Students Representative Council, IIUM, 2015
- Program Coordinator of Genius Youth Camp 3.0, Ma'aruf Club, IIUM, 2015
- Committee of Grand Mufassirin Talk, Dakwah dan Training Secretariat EMSS, IIUM, 2015
- Head of Committee Daie Training, Ma'aruf Club, IIUM, 2015
- Volunteer of IIUM Flood Relief Team to Kelantan, 2015
- Secretary of IIUM Tour, Students Representative Council, IIUM, 2015
- Sub-committee of Information and Multimedia Secretariat, Students Representative Council, IIUM, 2014

- Assistant Secretary General of Convocation Fiesta (CONVEST'14), IIUM, 2014
- Committee of Dakwah and Training Secretariat, Economic and Management Sciences Society (EMSS), IIUM, 2012/2013
- Treasurer of Tahsin Al-Quran Workshop, EMSS, IIUM, 2013
- Assistant Head of Publication and Promotion Bureau, Charity Concert E-FEST, EMSS, IIUM, 2013
- Sponsorship and Public Relation Bureau of Local Community Service Program in Sabah, 2013
- Head of Welfare Bureau, Mahallah Representative Committee, CFS IIUM, 2012
- Program Manager of Islamic Syabab Awakening Program, CFS IIUM, 2012
- Vice President II of Environment and Nature Club, CFS IIUM, 2011
- Participant of the 8th Interschool Debating Championship 2009

CERTIFICATE ACHIEVEMENT

- Dean's List in Semester 1 2013/2014, Kulliyah of Economics and Management Sciences, IIUM

REFERENCE

1. NIK JUZAILAH BT JUHARI

Director

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2. DR JARITA BT DUASA

Professor

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