

## NUR FARHANIS BINTI RAHIM



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01000 Kangar, Perlis.  
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### PERSONAL PARTICULARS

Availability : Immediately  
Nationality : Malaysia  
Driving License : D  
Possess Own Vehicle : Yes

### EDUCATIONAL BACKGROUND

#### **UNIVERSITI TEKNOLOGI MARA (UiTM) NEGERI SEMBILAN CAMPUS SEREMBAN 3**

Bachelor of Science (Hons.) Management Mathematics — 2013 - 2016

CGPA : 3.03 / 4.00

#### **UNIVERSITI TEKNOLOGI MARA (UiTM) SERI ISKANDAR, PERAK**

Diploma in Statistics — 2010 - 2013

CGPA : 3.23 / 4.00

### SKILLS

Computer Programmes / : Microsoft Office (Word/ Power Point/ Excel/ Publisher)  
Software : Matlab/ Maple/ SPSS  
: Windows Movie Maker, Adobe (Photoshop/ Illustrator)  
Language : Malay and English language (Written and Spoken)  
: Basic in Japanese and French language (Written and Spoken)

### ACTIVITIES & ACHIEVEMENT

Interest : Travelling, Business, Reading, Writing  
Activities : Participant in 'Mini Program Latihan Keusahawanan Malaysia  
(PLKM) 2015  
: Fasilitator of program "Smart Camp Derma" 2013  
Achievement : Dean List Award-Interession Examination (Diploma)  
: Dean List Award-Semester 5 & 6 (Diploma)

## WORKING EXPERIENCE

### **ENUMERATOR (UNIVERSITI PUTRA MALAYSIA)**

Serdang, Selangor — December 2016 - February 2017

#### **Job Descriptions:**

- Act as a part time worker in helping the research officer for the enumerator tasks.
- Make a survey on the effectiveness of financial assistance in collaboration with the Social Welfare Department for some of the states involved.
- Help the welfare recipients in identifying the problems they experience and give advice on how to resolve the problems.

### **SALES ASSISTANT (ZAWARA PERLIS)**

Kangar, Perlis — June – October 2016

#### **Job Descriptions:**

- Responsible to all advertisement and social network related to Zawara products.
- Responsible to manage the store by myself without the help of others.
- Preparing invoice for the new stocks and stocks left after a while.

### **INTERNSHIP STUDENT (UNICO RIQUEZA RESOURCES)**

Kangar, Perlis — March – June 2016

#### **Job Descriptions:**

- Help in terms of office works.
- Identifying SWOT analysis for the company usefulness.
- Help the company to contribute ideas to enhance business and marketing products that are available under the company.

### **SALES ASSISTANT (AIDIJUMA CONCEPT STORE)**

Seremban 2, Negeri Sembilan — September 2015 - January 2016

#### **Job Descriptions:**

- Act as a part time worker in helping the main staff of the store.
- Responsible in managing the customers who comes in and also the daily shop operation.
- Conducting the calculation of stock accurately and report on stock diversity to the supervisor as well as to keep ourselves the details of the items in the store.

## REFERENCES

#### **1) MR. MOHD RIZAL HUSSAIN**

**Senior Researcher**

Institute of Gerontology  
Universiti Putra Malaysia,  
43400 Serdang, Selangor.  
03-89472737

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#### **2) MADAM NOORNISA BINTI KASIM**

**Manager Zawara Perlis**

**(Unico Riqueza Resources)**

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