



PERSONAL DETAILS

NAME: Norakmal Bt Jamaluddin
NRIC NUMBER: 930322-08-5088
PERMNET ADDRESS: No.4, Lorong Cempaka 26, Taman Intan
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Prai Selatan, Penang
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EDUCATIONAL BACKGROUND

MARCH 2014 – 2015	CGPA: 2.89 Bachelor in Office System Management, Business Management Faculty in UiTM Puncak Alam, Selangor
JUNE 2011 – 2013	CGPA: 3.14 Diploma in Office Management & Technology, Business Management Faculty in UiTM Merbok, Kedah
JAN 2011 – APR 2011	CGPA: 3.71 Pre-Commerce in UiTM Kampus Balik Pulau, Penang
2010	SPM: 1A-, 4B+, 3D, 1E
2008	PMR: 4A, 3B, 1C SMK Simpang Empat, Penang

EXTRACURRICULAR ACTIVITIES

2014-2015	Member of BOSS, UiTM Puncak Alam
2011-2013	Member of OMSA, Secretary in Archery Club, Active Member in Kesatria Negara, UiTM Merbok
2007-2010	School Prefect, Vice Secretary in Red Crescent Society, Treasurer in Islamic Society, Secretary in Science Society, SMK Simpang Empat
2004-2005	School Prefect, Vice President in Puteri Islam, Member in Bahasa Melayu Society, Member in Netball Club, SK Taman Merak

SKILLS & EXPERIENCES

SKILLS:	MS Words, MS Excel, MS Power Point, MS Publisher, MS Access, MS Project, HTML
LANGUAGE:	Good in speaking & writing Bahasa Malaysia, Fair in speaking & writing English
EXPERIENCES:	
AUG – NOV 2016	Temporary Admin Assistant for DIGI BOC profile at CTIC Corporation Sdn. Bhd. Temporary Recovery Officer for TM CRC profile at CTIC Corporation Sdn. Bhd.
AUG – NOV 2015	Trainee in Project Management Department at Wisma Microcorp Technology Sdn. Bhd.

REFERENCES

Name:	Mr. Zulkefli Abdul Rahman Lecturer of Office System Management (BM232) Faculty of Business Management 13 rd Floor, Left Wing, FPP Building UiTM Puncak Alam 42300 Bandar Puncak Alam Selangor Darul Ehsan
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