

NAME: NUR ATHIRAH BINTI ISHAK

ADDRESS: 19, TAMAN SURIA 06000 JITRA KEDAH



PERSONAL PARTICULARS

Gender : Female

I.C. Number : 910606-02-5652

Nationality : Malaysian

Marital Status : Single

Contact No. : 013-4251736

E-mail Address : athirah.ishak.gemini@gmail.com

CAREER OBJECTIVE

To obtain a full time position in a company that offers a professional working environment and enables me as a fresh graduate to grow while meeting the corporation's goals.

ACADEMIC QUALIFICATIONS

2010–2014 **Bachelor of Syariah with Honours**
University College Insaniah
CGPA: 2.77

2009 – 2011 **Matriculation Programme**
Malaysian Higher Islamic Religious Certificate (STAM): Pass

2004-2008 **Secondary School**
Sijil Pelajaran Malaysia (SPM): Pass

EXTRA-CURRICULAR ACTIVITIES

UNIVERSITY LEVEL

- Committee member of “Rakan Sebaya” Club
- Programme “Walk to Interview”

SECONDARY SCHOOL LEVEL

- Secretary of “Agama Islam” Club
- President of “Syahadah” Club

WORKING EXPERIENCES

- 2009-**Cashier at “Lazees” Cake Shop**, Jitra, Kedah
- 2014-**Spa at Lynn Beauty House**, Jitra, Kedah
- • 2015-2016-**Teacher at “Tadika Dzul Iman”**, Jitra, Kedah

SKILLS

- Good in Microsoft Word, PowerPoint and Excel.
- Good in interpersonal skills.
- Excellent in Bahasa Melayu. Basic in Arabic and English.

PERSONAL STRENGTH

Able to work under pressure with minimum guidance and supervision. A very punctual and dynamic person. A reliable and hardworking person with enthusiasm towards life. Also have a flexible attitude with an open minded approach to any new methods of instruction that may be implemented. A team player but also capable of working on own initiative.