



**NOR SHAHEERA BINTI ISMAIL**  
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**20050 KUALA TERENGGANU**  
**TERENGGANU, MALAYSIA**  
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## **EDUCATION**

2015 - 2017

Graduated from Universiti Pendidikan Sultan Idris  
Master in Education Mathematics

2011-2014

Graduated from Universiti Malaysia Terengganu  
B.Sc in Computational Mathematics

2007-2009

Graduated from UiTM Jengka  
Diploma Civil Engineering

## **WORK EXPERIENCES**

Mac – October 2017

Skim Pelajar Bekerja

- Organize and reorganize failing systems, documentation and records in BPS
- Help wrap up the minutes paper per file
- Assist student activity activities at Bahagian Pembangunan Sahsiyah (BPS)
- Packing stores and equipment / assets at the Student Center

Record data for the purpose of report and KPI

- Update data and records regarding KPS's annual BPS and KPI universities report
- Searching for data and records for the preparation of the Auditing and ISO department
- Help update the student body file system, especially papers work and reports.

2010-2013

Tuition Teacher, Private Tuition Centre , Kuala Terengganu, Terengganu

- Taught Mathematics, Bahasa Melayu and Science
- Provided questions and answers to past years papers
- Learn to manage a small class and learning to plan SPM level
- Students improve Mathematics subject from grade D to A

February-August 2010

Kesumat Indah Construction Sdn. Bhd. Kuala Terengganu , Terengganu

- Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities
- Provided information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person
- Learn to organize file system and small teamwork

## **SOCIETIES/ACTIVITIES**

September 2012

Facilitator of "Minggu Jalinan Mesra" Programme

- Assisting students on the day of registration
- Manage around 2000 new student in one week

November 2011

Committee Member of The Great Gender Debate Programme

- To responsible for managing other universities throughout the program
- More communication skill and teamwork

2008-2009

Treasurer of the Civil Engineering Student Society

- Prepared and reviewed monthly budget
- Proposed costs for all activities organised by the club
- Learn to how get balance account

## **SKILLS**

- Have a good command of the English and Malay languages
- Using SPSS programming
- Posses proficient word processing skills

## **REFERENCES**

Prof Madya Dr. Mazlini Binti Adnan  
Lecturer of Department Mathematics  
Faculty Science and Mathematics  
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