



## OBJECTIVE

Seeking a challenging opportunity where I be able to utilize my strong organizational skills and ability to work well with people, which will allow me to grow personally and professionally also contribute successfulness to the company.

## SKILLS

Microsoft Office  
(Word, Excel, PowerPoint)

★ ★ ★ ★ ★

Million Accounting System

★ ★ ★ ★

UBS Accounting

★ ★

## LANGUAGES

Bahasa Malaysia

★ ★ ★ ★ ★

English

★ ★ ★ ★

Arabic

★ ★

# NUR SYAFYQA BINTI MOHD AKER ADAM KHAJERI

940418-03-5594 [nursyafyqa2@gmail.com](mailto:nursyafyqa2@gmail.com) 010-3834550

No. Lot 10059, Kampung Bukit Iboi, 09200 Baling, Kedah Darul Aman.



## PERSONAL PARTICULAR

○	Age	:	24 years old
○	Gender	:	Female
○	Marital Status	:	Single
○	Height	:	163 cm
○	Weight	:	51 kg
○	Date of Birth	:	18 April 1994
○	Place of Birth	:	Kelantan
○	Nationality	:	Malaysia
○	Religion	:	Islam
○	Driving License	:	B2



## EDUCATION BACKGROUND

2015 - 2017	<b>Bachelor of Business Administration with Honors</b> Universiti Islam Antarabangsa Sultan Abdul Halim Mua'dzam Shah (UNISHAMS)
2013 - 2014	<b>Foundation in Management</b> Universiti Islam Antarabangsa Sultan Abdul Halim Mua'dzam Shah (UNISHAMS)
2011	<b>Sijil Pelajaran Malaysia</b> Sekolah Menengah Kebangsaan Seri Enggang Kedah.



## PERSONAL CHARACTERISTICS

- Flexibility
- Pro-activ
- Personality
- Self-starter
- Independent
- Meticulous
- Self-confidencee
- Handling pressure
- Time management
- Strong work ethics
- Comfortable speaking

## COURSES TAKEN

### BUSINESS COURSES

Management Information System

Production & Operation Principle

Basic of Financial Accounting

Small Business Management

Management Mathematics

Organizational Behaviour

Contemporary Muamalat

Foundation of Muamalat

Financial Management

Marketing Management of Marketing

Entrepreneurship

Management 1

Microeconomic

Basic Statistic

Macroeconomic

Business Law

Management 2

Consumer Behavior

International Business Management

Service Management

Strategic Management

Research Methodology

Management Accounting

Foundation of Islamic Economic

Corporate Finance Management

Human Resources Management



## WORKING EXPERIENCE

October 2017 - March 2018  (6 month)	<b>ZUFUR MARKETING (M) SDN BHD (CURRENT JOB)</b>  <b>Position:</b> Administrative & Account Assistance  <b>Job scope:</b> Ordering office stationery supplies, bookkeeping, scheduling, data entry, typing, filing, managing, holding petty cash, attendance staff record, record the Zufur expenses, managed the Zufur utilities, purchase requisition and write a report to submit by week & month about Zufur summary expenses.
May 2017 - October 2017  (6 month)	<b>WARISAN INTEGRITI SDN BHD</b> Industrial Training  <b>Position:</b> Accounting Department  <b>Job scope:</b> Learned using Million Accounting system by updated, key in data, purchase invoice, open pay bill and bank reconciliation for every month to make sure got the same amount from the bank statement
February 2014 - June 2014  (5 month)	<b>SMARTRAC TECHNOLOGY (M) SDN BHD</b>  <b>Position:</b> Assembly line worker  <b>Job scope:</b> Set up, adjust, operated machines, run tests and verified the quality also write a report.
May 2012 - September 2012  (5 month)	<b>THERAPHY CENTER DR. JISM, SIK, KEDAH</b>  <b>Position:</b> Staff  <b>Job scope:</b> Manage the treatment by using the electrostatics and explain the benefit to the customer.
Disember 2011 - April 2012  ( 5 month)	<b>JABATAN PERTAHANAN AWAM MALAYSIA</b>  <b>Position :</b> Sukarelawan & Member  <b>Job scope:</b> Learning and practice civil defense knowledge in particular relating to disaster management and emergencies



## ACTIVITIES AND ACHIEVEMENT

### OTHER COURSES

**Maqasid Al-Syariah Wa Qawaid**

Al-Fiqhiyyah

**Islamic Jurisprudence**

**Academic Purpose**

**Arabic Language 1**

**Public Speaking**

**Co-curriculum 1**

**Islamic Studies**

**Al-Quran 1**

**Arabic 1**

**Arabic 2**

**Al-Quran 2**

**Co-curriculum 2**

**National Language**

**Malaysian Studies**

**Iqtisad Fi Al-Quran**

**Iqtisad Fi-Al Sunnah**

**Reading and Writing for**

**English for Specific Purpose**

### REFERENCES

**MRS. ZARIDAH BINTI ZAKARIA**

Industrial Training Unit Coordinator,

Faculty of Muamalat,

Insaniah University College,

Kuala Ketil, Kedah.

Mobile : 04-4155244/017-5800393

Email : [zzakaria@insaniah.edu.my](mailto:zzakaria@insaniah.edu.my)

**ENCIK MUHAMMAD HAFIZ AZIZAN**

Dept. of Business Administration

Faculty Of Muamalat,

Insaniah University College,

Kuala Ketil, Kedah.

Mobile: 019-2691169

- **2017** - Program Kerjaya Keusahawanan bersama rakan industri SSM/PNS Academy, Kedah
- 2017 - Bengkel Simpankira untuk Perniagaan Kecil dan Online, Kedah
- **2016** - Kempen Kesedaran & Kepentingan Pengurusan Sumber Manusia Kepada Majikan, Pekerja dan Bakal Pekerja, Kedah
- 2016 - Kursus Kebolehpasaran Kuliyyah Muamalat Pre-Departure Training, Kedah
- 2016 - Seminar Career Talk Perancangan & Pembinaan Kerjaya Gemilang
- 2016 - Seminar Anti Ekstrimisme melalui pendekatan Wasatiyyah, Kedah
- 2016 - Deputy Technical unit & Place preparation for Pertandingan Sajak
- 2016 - Participation & Appreciation of IUC Open Karate-Do Championship
- 2016 - BBA CLUB as Deputy Sports Bureau, Kedah
- **2015** - Kursus Kebolehpasaran Kuliyyah Muamalat, Kedah
- 2015 - Kursus Pengadil Teknikal dan Atlet Karate, Kedah
- 2015 - Kursus Pengadil Teknikal dan Atlet Karate, Kedah
- 2015 - Kuin Open Karate-Do Championship, Kedah
- 2015 - Kursus Kokurikulum Berkredit, Kedah
- 2015 - Program Khidmat Masyarakat, Perak
- 2015 - Jelajah Bijak Wang, Kedah
- **2014** - The Dialogue on the dimensions of Islamic Banking and Finance (IBF) in Malaysia, Kedah
- **2013** - Conference in Mathematics Education, AIU Kedah
- **2011** - Held the position as Deputy Chairman in Sports Event, Kedah
- 2011 - Anugerah pernyataan Kem KRS Peringkat Kebangsaan, N9
- 2011 - Anugerah pernyataan Jambori Pelapis Tani Peringkat Negeri,
- 2011 - Held the position as Chairman of KRS CLUB SMKSE, Kedah
- 2011 - Anugerah Terbaik mata Pelajaran Sejarah dan Perdagangan
- 2011 - Anugerah Kepimpinan Terbaik Unit Beruniform, Kedah
- 2011 - Anugerah Pencapaian Terbaik Mengikut Kelas, Kedah
- 2011 - Anugerah tempat kedua Tingkatan 4 Sastera
- 2011 - Community Dodgeball Tournament, Kedah
- 2011 - Kejohanan Merentas Desa MSSDB, Kedah
- 2011 - Kursus Kokurikulum Berkredit, Kedah
- **2010** - National Level in Prime Camping (KRS) Malaysia, Negeri Sembilan
- 2010 - Pertandingan Kawad Kaki KRS tempat Ketiga, Negeri Sembilan
- 2010 - Kursus kenaikan pangkat Staf Sarjan KRS Negeri Kedah, Kedah
- 2010 - Pertandingan Kraf Kem KRS tempat Kedua, Negeri Sembilan
- 2010 - Senior Year Senior Scholar Session KRS, Kedah
- 2010 - Jambori Pergerakan Pelapistani, Kedah
- 2010 - Anugerah pangkat Sarjan KRS, Kedah
- 2010 - Perkhemahan tahunan KRS, Kedah
- 2010 - Program bersama Remaja, Kedah
- 2010 - Assistant Coach of KRS, Kedah
- 2010 - Softball Championships, Kedah
- **2009** - Marching Contest in Conjunction with the Curriculum, Kedah
- 2009 - KRS Puteri tempat Pertama, Kedah
- **2008** - Pertandingan Merentas Desa Peringkat Negeri Kedah, Kedah
- 2008 - Penyertaan Menulis Esei Minggu Bahasa, Kedah
- 2008 - Softball Competition (Champion), Kedah
- 2008 - 3000M Sports Events, Kedah
- 2008 - Kursus Kepimpinan, Kedah
- **2007** - NILAM Program achievement Medal with Silver level partner readers, Perlis