



# NURULHUDA

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Administrative

## PROFILE

**Full Name:** Nurulhuda Binti Mohd Zulkifli

**Age:** 25

**Nationality:** Malaysian

**Address:** No. 4, Jalan Solok Segar  
Taman Lim  
30100 Ipoh, Perak.

Service-focused, technically skilled and hardworking office support professional with one and half years of experience as a sales assistant. Advanced skills in MS Office Suite (Word, Excel, Access, PowerPoint and Outlook); demonstrated ability to learn new computer programs quickly.

## PROFESSIONAL SKILLS

Ms Office	<div><div></div></div>	50
Ms Project	<div><div></div></div>	50
Filing & Record	<div><div></div></div>	50
Teamwork	<div><div></div></div>	50
Management	<div><div></div></div>	50
Windows	<div><div></div></div>	50
Communication	<div><div></div></div>	50
Administrative	<div><div></div></div>	50

## LANGUAGES

Malay	<div><div></div></div>	50
English	<div><div></div></div>	50

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Nurulhuda

## WORK EXPERIENCE

### 08<sup>th</sup> August 2016 – 25<sup>th</sup> November 2016.

INTERNSHIP- @SILVERSTONE BERHAD., KAMUNTING, PERAK  
Responsible for daily defect of summary report, daily summary of uniformity results, defect List/ SSM Inspection Standard, RFV Graph Marking, documentation of tire specification, return spec and SM chart, attendance and leave documentation in Technical Service department.

### 02<sup>nd</sup> December 2013 – 27<sup>th</sup> February 2015.

SALES ASSISTANT - @PSE INDUSTRIAL SUPPLIES SDN BHD  
Serving as a sales assistant, selling and promoting goods spare parts of various brands of quality, answer telephones and transfer to appropriate staff member, make receipts and photocopy work, meet and greet clients and visitors, create and modify documents using Microsoft Office, perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing. Maintain hard copy and electronic filing system, research, price, and purchase office furniture and supplies, coordinate and maintain records for staff office space, phones, staff leaves, and staff attendance. Setup and coordinate meetings and conferences, maintain and distribute staff weekly schedules, collect and maintain PC inventory, support staff in assigned project based work, provide office orientation for new employees, and other duties as assigned.

### 16<sup>th</sup> June 2013- 29<sup>th</sup> November 2013.

SALES ASSISTANT - @HLK VENTURES SDN BHD  
Duty to as a sales clerk, selling and promoting shop lots and offices in Pasir Puteh Central which is still under construction, answer telephones and transfer to appropriate staff member, meet and greet clients and visitors, create and modify documents using Microsoft Office, perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.

## EDUCATION

BACHELOR OF BUSINESS  
ADMINISTRATION WITH HONOURS  
(OPERATIONS MANAGEMENT)

UiTM  
Merbok, Kedah

2015-2017

DIPLOMA IN BUSINESS STUDIES

UiTM  
Merbok, Kedah

2010-2013

## REFERENCES

DR JAMALUDIN BIN AKBAR

Senior Lecturer,  
Faculty of Business &  
Management  
Universiti Teknologi MARA  
(UiTM)  
Cawangan Kedah.

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SITI FAIRUZA BINTI HASSAM

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Faculty of Business &  
Management  
Universiti Teknologi MARA  
(UiTM)  
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