



NURUL SUFIZA BINTI YUSOF

AGE : 27

KAMPUNG BARU ISMAIL, 96400 MUKAH, SARAWAK

PHONE : 01119371404

Email : nsufiza@yahoo.com

OBJECTIVE

An enthusiastic self-starter with strong leadership and communication skills, also to obtain a position that will enable me to use my technical and soft skills, educational background and ability to work well to people propel in organization in achieving company's goals and objectives. Besides that, learn new skills, new environment in expanding my career.

EDUCATIONAL HISTORY

2012- June 2015

University Utara Malaysia

College of Law, Government and
International Studies

Bachelor (Hons) Development
Management

CGPA : 3.4

Major: Projects, Environmental, Land,
Housing, Project Financing, Property

Management, Planning and
Development, Social Impact
Assesment, Introduction to Autocad,
Project Evaluation

2009-2012

Politeknik Mukah Sarawak

Diploma in Secretarial Science

CGPA: 2.9

Major: Note taking, Structure of
Commerce, Office management,
Trenkask, Shorthand

2003-2007

Sekolah Menengah Kebangsaan
Agama Igan

SPM

B. Melayu – 2A

B. Inggeris- 6c

(1A, 2B, 4C)

CO-CURRICULUR ACTIVITIES

2013:

Bureau of Protocol College Roadshow

Bureau of "Persada Family Day"

Bureau of Protocol "Dinner Sukuum
Eonis"

Participated In Graduated Character
Building (2013/2014)

Participated In Public Talk
Governance Issues in Housing
Industries

Participated In Franchise Business
Management

WORKING EXPERIENCE

➤ **Koperasi Angkatan Tentera
Cawangan Sibu**

Practical Student

July 27-November 15

➤ **District Office Dalat**

Practical Student

December 2010

Designation : Professor at UUM College
of Law, Government and International
studies Uum

0135908898

SUPPLEMENTARY AND STRENGTH

Licence : D

Personal Strength :

Able to work in a team and learn from
others

Highly motivated and always seeking
for environment

Responsible in any task given

SKILLS AND LANGUAGES

➤ **Computer Skill**

Microsoft word ,Microsoft Powerpoint,

Microsoft Excel, Microsoft Publisher

➤ **Language, written and spoken**

Malay (Advanced)

English (Intermediate)

REFERENCE

Name: Puan Faridah Binti Abdulhir

Designation: Branch Officer of
Koperasi Angkatan Tentera Sibu

0198281374

Name: Professor Dato Dr. Ibrahim
Wahab