

RESUME

PERSONAL BACKGROUND

NUR FARISHA BINTI IBRAHIM

No. 2A, Jalan Patinggi Ali
93400 Kuching,
Sarawak

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NRIC No.	: 900514-13-8204	Marital Status	: Single
Date of Birth	: 14 th May 1990	Religion	: Islam
Place of Birth	: Hospital Umum Sarawak	Nationality	: Malaysian
Gender	: Female	Driving License	: Car

WORKING EXPERIENCES

September 2013 – January 2014

Company : Institute of Leadership and Development (ILD)
Position : Administrative/ Event Management Trainee

September 2011 – December 2011

Company : Sarawak Timber Industry Development Corporation (STIDC)
Position : Administrative Trainee at Secretarial and Law Section

EDUCATIONAL BACKGROUND

2011 – 2014

Level : Bachelor Degree in Office Systems Management
Name of Institution : Universiti Teknologi MARA (UiTM) Puncak Alam, Selangor.
Description : 3.13

2008 – 2011

Level : Diploma in Office Management and Technology
Name of Institution : Universiti Teknologi MARA (UiTM) Kota Samarahan, Sarawak.
Description : 2.67

January 2003 – December 2007

Name of school : Sekolah Menengah Kerajaan ST. Teresa Kuching
Level : Sijil Pelajaran Malaysia (SPM).
Result : 6B, 1C, 2D

SKILLS

Language

Bahasa Melayu

English

Arabic

Spoken

Excellent

Good

Moderate

Written

Excellent

Good

Moderate

Computer skills

Typing Skills (50 words per minute), Microsoft Words, Microsoft Power Point and Microsoft Excel.

ACTIVITIES AND ACHIEVEMENTS IN CURICULAR

UiTM Kampus Puncak Alam, Selangor. (2012 – 2014)

- A Committee of Exco Sukan & Kebudayaan Bachelor of Office System Society (BOSS)
- Participated in "Gateway to Excellent" at UiTM Puncak Alam
- A Trainer Committee of "Wirasa Seni UiTM 2013"
- Participated in "Seminar Keusahawanan" at UiTM Puncak Alam
- A Trainer Committee of "Sukan Antara Fakulti"(SAF) Puncak Alam & Shah Alam
- Organizer of the Seminar Organization Behavior

UiTM Kampus Kota Samarahan, Sarawak. (2008 – 2011)

- Organizer of the High Tea Event
- Participated in Gateway to Excellent

REFERENCES

Prof. Madya Dr. Sarminah binti Samad

Supervisor for Research Development
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