



NOR NABILAH FARHAH BT IBRAHIM

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OBJECTIVE

To use my skills in the best way for achieving the company goals, to solve the problems in effective or creative manner, and seek the responsibility of the job with an opportunity for professional challenges.

EDUCATIONS

YEAR (2013 – 2015) : Universiti Teknologi Mara Puncak Perdana, Shah Alam

Bachelor of Science Resource Center Management

CGPA : 3.36

YEAR (2010 – 2012) : Universiti Teknologi Mara Machang, Kelantan
Diploma in Information Management










CGPA : 3.27

YEAR (2008) : Sekolah Menengah Kebangsaan Padang Midin
Sijil Pelajaran Malaysia (SPM)

EXTRACURRICULAR ACTIVITIES

- (2010 - 2011) Involved in Jabatan Pertahanan Awam in Part 1, 2 & 3 at UiTM Kelantan.
- (2012) Involved in programmed Seminar Bina Negara (BTN) at UiTM Kelantan.
- (2013) Involved in programmed “Jom Belajar Cataloging” as a mentor at UiTM Puncak Perdana.
- (2013) Involved in programmed “Leisure D’ Puncak” as members of the committee bureau special tasks at Pusat Jagaan Siraman Kasih, Bandar Country Homes, Rawang.
- (2014) Involved in programmed “Knowledge World” as transportation bureau committee member at Sekolah Seksyen 9, Shah Alam.

SKILLS

Computer skills : Microsoft Word , Microsoft Powerpoint , Microsoft Excel , Adobe Photoshop CS5 , PhotoScape , Wondershare, Micromedia Director MX2004 , Swish Max , Microsoft Access , and ABBY FineReader 11 .

Language skills : Bahasa Malaysia
English
Bahasa Arab

AWARDS/ ACHIEVEMENTS

YEAR (2012) : Dean's Award in Part 4 Diploma in Information Management

WORKING EXPERIENCES

1. Interviewer (Part Time) at Merdeka Center for Opinion Research Bandar Baru Bangi from December 2014 until January 2015.
2. Internship student at Institut Penilaian Negara (INSPEN) from February 2015 until June 2015.
3. Interviewer (Part Time) at Merdeka Center for Opinion Research Bandar Baru Bangi from October 2015 until July 2016.
4. Data entry at Merdeka Center for Opinion Research Bandar Baru Bangi from August 2016 until now.

PERSONAL CHARACTERISTICS/ TALENTS

I am able to do works in teamwork and work groups with people with different level and social backgrounds. I am also easily to do work with other people. Besides that, I am a responsible person that I always finish my work on time.

REFERENCES

SHAMILA BT MUHD SHUHIDAN

Ketua Pusat Pengajian
Faculty of Information Management
UiTM Puncak Perdana Campus 40150
Shah Alam Selangor.

Tel: 013-6922881

NORZILA BT MOHAMED ROSLY

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