



NAILAH BINTI MOHAMAD BASRI

ADDRESS:

MSBA 15, Jalan Istana, Kampung Lubuk Kawah, Mukim Naga 06000 Jitra, Kedah Darul Aman.

Contact number : 012-5965481/04-9174787

E-mail Address : naebasri@gmail.com

PERSONAL PARTICULARS

Date of Birth : August 1, 1993
NIRC : 930801-02-5736
Marital Status: Single

Nationality : Malaysia
Race : Malay
Religion : Islam

EDUCATION

2014 – 2016

Insaniah University College (KUIN), Kuala Ketil
**Bachelor of Business Administration with
Honour (Islamic Banking and Finance)**

2011 – 2012

Sekolah Menengah Kebangsaan Tunku Anum
Tunku Abdul Rahman (**STPM**)

WORK EXPERIENCE

November 15, 2016 – April 27, 2017

Practical Training at **Pejabat Agama Daerah
Kubang Pasu Negeri Kedah.**

- ❖ Preparing the appeal record fail (printing, binding, numbering, arranging, E-filling)
- ❖ Minutes the files.
- ❖ Assist Registrar of Marriage, Divorce and Reconciliation proceeding.
- ❖ Assist in Administration and Finance.

January 2013 – November 2013

Taska Assistant at **Taska Muhazim.**

- ❖ Responsible for the welfare of children nurseries

January 2011 – April 2011

Boutique Assistant at **Noriah Boutique.**

- ❖ Assist manage the boutique stock

INVOLVEMENTS

May 5, 2017 – May 6, 2017

Secretariat “**Program Temu Duga Terbuka SL1M Peringkat Zon Utara dan Festival Keusahawanan Industri Asas Tani 2017**” at **Stadium Sultan Abdul Halim, Alor Setar Kedah.**

- ❖ Assist site preparation and program the whole inside and outside the stadium.
- ❖ Assist preparation of registration (walk in & Pre List).
- ❖ Ensure that the composition of the company's booth and complete logistics.

November 2016 – April 2017

Pejabat Agama Daerah Kubang Pasu

- ❖ Joint **Seminar ‘IDDAH: “Tuntutan dan Kekangan Bagi Muslimah Masa Kini” Siri II, Tahun 2016.**
- ❖ Secretariat **Majlis Tilawah Al-Quran Peringkat Zon Utara.**

August 2016 – August 2015

Insaniah University College (KUIN)

- ❖ Joint **Program Seminar Kerjaya: “Kerjaya Impian Saya”**
- ❖ Joint **Seminar Anti Ekstrimisme Melalui Pendekatan Wasatiyyah.**
- ❖ Participant for **The Workshop On SPSS and Data Analysis.**
- ❖ Participant for **Kursus Kebolehpasaran Kulliyah Muamalat Untuk Tahun Dua (CAREER “FITNESS” PROGRAM).**

Mac 2015 – October 2014

Karate Do

- ❖ Participant in off-campus activities **Kejohanan Karate Do Terbuka Kuin.**
- ❖ Participant for **Kursus Pra-Pengadilan dan Atlet 2014.**
- ❖ Participant in **Karate-Do Coaching Course 2015.**
- ❖ Joint **Karnival Kokurikulum KUIN Sempena Sambutan Kemerdekaan 2014.**
- ❖ Grading Certificate as the Level of Yellow Belt 2014.

SKILLS

- ❖ Microsoft Word, Power Point, Excel, Visual Basic 6.0, and Microsoft Vision 3.0, SPSS system.
- ❖ Languages Malay and English

REFERENCE

Mrs. Zaridah binti Zakaria, Industrial Training Coordinator (0175800393).

Tuan Syeikh Radzi bin Abdul Motalib, BCK. Pegawai Agama Daerah Kubang Pasu (0194564545)