



NURUL SYAHIRAH BT SUHAIMI

EMAIL: syirasyaa@gmail.com

PERMANENT ADDRESS: NO 169A, FASA 1A, BANDAR BARU,
32040 SERI MANJUNG, PERAK DARUL RIDZUAN

TELEPHONE: (H) +605-6881826
(M)+011-16244187 / +019-5001275

Career Objective: To be in a position where I can maximize my potential as a productive and active individual giving quality performance at all times.

PERSONAL PARTICULARS

I/C NO: 950301-08-5044 NATIONALITY: MALAYSIAN
AGE: 22 YEARS OLD GENDER: FEMALE
DATE OF BIRTH: 1 MARCH 1995 MARITAL STATUS: SINGLE
PLACE OF BIRTH: LUMUT, PERAK

EDUCATIONAL BACKGROUND

| YEAR | EDUCATIONAL INSTITUTION | ACHIEVEMENT |
|-----------|---|-----------------------------|
| 2002-2007 | SEK.KEB.WAWASAN SERI BAYU | 2A, 3B |
| 2008-2010 | SEK.MEN. KEB. SERI MANJUNG | 1A, 3B, 4C |
| 2011-2012 | SEK.MEN. KEB. SERI MANJUNG | SPM 2A, 3B, 2C |
| 2013-2015 | KOLEJ TEKNOLOGI TIMUR (KOLEJ BERSEKUTU UITM) - DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY | CGPA: 3.08 GPA: 3.10 |

WORK EXPERIENCES

| POSITION | ORGANISATION | PERIOD |
|----------------------|--|----------------|
| PROMOTER | SWAN OUTLET MANJUNG, MJ BOUTIQUE SDN BHD | 2013 |
| PROMOTER | AEON MALL, SERI MANJUNG | 2013 |
| CASHIER | KENTUCKY FRIED CHICKEN (KFC) LUMUT. | 2015 |
| ADMIN EXECUTIVE | HANA MEDIC SDN BHD | 2015-2016 |
| PURCHASING ASSISTANT | YTY INDUSTRY SDN BHD | 2016 - PRESENT |

| COMPUTER AND LANGUAGE SKILLS |
|---|
| <ul style="list-style-type: none"> • PROFICIENT IN MS OFFICE (MICROSOFT WORD, EXCEL, POWERPOINT. • ORACLE SYSTEM • GOOD WELL IN WRITING AND SPEAKING BAHASA MALAYSIA AND ENGLISH |

| ACHIEVEMENTS/ACCOMPLISHMENTS |
|---|
| <p>COLLEGE:</p> <ul style="list-style-type: none"> • INVOLVED AS PROTOCOL DEPARTMENT, EVENT MANAGEMENT COURSE • INVOLVED IN DRAMA FOR FESTIVAL COLLEGE • INVOLVED IN DANCE FOR ORIENTATION PROGRAMME |
| <p>SECONDARY SCHOOL:</p> <ul style="list-style-type: none"> • INVOLVED IN PERTANDINGAN KAWAD KAKI BADAN BERUNIFORM KADET REMAJA SEKOLAH (KRS) DAERAH MANJUNG – 2ND PLACE AND 3RD PLACE • ACTIVE MEMBERS IN KADET REMAJA SEKOLAH (KRS) • HAS BEEN AWARD AS PELAJAR SEDIA MEMBANTU TINGKATAN 5 |

| SKILLS AND STRENGTH |
|---|
| <ul style="list-style-type: none"> • ABLE TO WORK UNDER PRESSURE WHILE MANAGING TEAM TO ACHIVE RESULTS IN SPECIFIED TIMELINE. • HARDWORKING AND WILLING TO WORK EXTRA HOURS IN ORDER TO ACCOMPLISH TASKS GIVEN. • ABLE TO COMMUNICATE WITH OTHER PEOPLE AND MULTITASK. |