

Name : Nurul Aida Binti Mohd Faizul  
Address : No 37, Persiaran Bemban Raya 3A  
Taman Bemban Raya  
31000 Batu Gajah  
Perak Darul Ridzuan  
Contact Number : 013-4165126  
E-mail Address : [edakaura@gmail.com](mailto:edakaura@gmail.com)



#### PERSONAL DETAILS

Age : 21  
Race : Malay  
Nationality : Malaysian  
Religion : Islam  
Hometown : Perak  
Gender : Female  
Weight : 37 kg  
Height : 146 cm  
Marital Status : Single

#### EDUCATIONAL BACKGROUND

June 2014 –	Diploma in Islamic Banking and Finance	CGPA : 3.70
June 2017	Ungku Omar Polytechnic	
2012 - 2013	Sijil Pelajaran Malaysia (SPM)	3A3B3C
	SMK Dato' Ahmad	
2009 - 2011	Sijil Penilaian Menengah Rendah (PMR)	3A3B2C
	SMK Dato' Ahmad	

#### WORK EXPERIENCE

December 2015- Training in Majlis Daerah Lenggong

April 2016

- Key-in bank slip data in system
- Handled telephone
- Checked assessment data in manual and system
- Letter filing

### SKILLS/STRENGTHS

- Proficient in Microsoft Office, Microsoft Power Point and Microsoft Excell.
- Able to work independently.
- Pleasant personality, highly motivated and good teamworker.
- Can work under pressure and meet tight deadlines.
- Responsible and well-dedicated person.

### EXTRA CO-CURRICULAR ACTIVITIES

2013	Secretary in Kemahiran Hidup Bersepadu and Ping Pong Club Committee member in Renjer Puteri	SMK Dato' Ahmad
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### OTHER INFORMATION

#### Language Abilities

- Fluent in Malaysia and English. Both writing and speaking.

#### Interests

- Listening to music, cooking, sewing, hiking and travelling.

**Driving License : D**

### REFERENCES

NOR LINDA BINTI MOKHTAR 012-5652554 Lecturer in Commerce Department, Politeknik Ungku Omar, Jalan Raja Musa Mahadi, 31400 Ipoh, Perak.	NAHEMAH BINTI ZAHARI 019-5703414 Accountant Asisstant, Majlis Daerah Lenggong, Jalan Alang Iskandar, 33400 Lenggong, Perak.
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