



# NURUL ASMA BINTI ABU BAKAR



## PERSONAL DETAILS

Age : 26 years old  
IC Number : 910227-02-5206  
Address : No 1, Kampung Bukit Pinang,  
Mukim Ayer Puteh,  
06720, Pendang, Kedah.  
Phone : 0175915247  
Email : nurul\_asma27@yahoo.com



## SUMMARY

I have described as highly motivated, punctuality and enjoy working in any department or field. I am hardworking and willing to learn something new. On the other hand, I am quick learner to use any new application tools as well.



## EDUCATION

### BACHELOR OF SCIENCE (HONS.) ADMINISTRATIVE SCIENCE

Universiti Teknologi MARA , UiTM Kedah

— 2011 - 2014

CGPA : 2.63

### SIJIL TINGGI PELAJARAN MALAYSIA

Sekolah Menengah Kebangsaan Tunku Temenggung

-2009-2010

CGPA : 2.98

### SIJIL PELAJARAN MALAYSIA (SPM)

Sekolah Menengah Kebangsaan Ayer Puteh Dalam—  
2008

SPM : 3A3B2C4D

### PENILAIAN MENENGAH RENDAH (PMR)

Sekolah Menengah Kebangsaan Ayer Puteh Dalam—  
2006

PMR : 4A4B1D



## EXPERIENCE

### CASHIER (SAM GROCERIA AMAN CENTRAL)

3/9/15-25/2/16

#### Job Descriptions:

- Received payment by cash, check credit card, voucher or automatic debit.
- Issue receipts, refund, credit or change due to customer.
- Count money in cash drawer at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Customer services.

### INDUSTRIAL TRAINEE-

ADMINISTRATIVE DEPARTMENT, HOSPITAL SULTANAH

BAHIYAH-26/1/14-27/2/14

#### Job Descriptions:

- Has been assign to five units under Administrative department which is, correspondence unit, file management, store units and public relation.

### SALES ASSISTANT IN AEON SEBERANG PRAI CITY(NOW AEON BUKIT MERTAJAM)

BANDAR PERDA,PENANG-3/2/11-2/8/11

-HOME APPLIANCES DEPARTMENT,AUDIO VISUAL DEPARTMENTS AND EASY PAYMENTS

#### Job Descriptions:

- Liasing with customer in order to ensure the transaction goes smoothly.
- Help customer choose between the company array goods and services
- Process payment.
- Maintain a high level of customer services.



## LANGUAGES

---

Malay ★★★★★  
English ★★★★★  
Arabic ★★★★★



## SKILLS

---

Microsoft Office ★★★★★  
Microsoft Excel ★★★★★  
Microsoft Power Point ★★★★★

Other Skills : Basic accounting,human resources and public relation



## ADDITIONAL INFORMATION

---

**Possess own transport** Yes  
**Availability** Immediately  
**Expected salary** RM1600 (Negotiable)



## REFERENCES

---

Puan Marhapizah binti Ismail  
Lecturer in Faculty Administrative Science(FSPPP)  
Universiti Teknologi Mara (UITM)  
Kedah  
Contact Number: 01124353709

Puan Siti Nur Fazlina binti Yusof  
Lecturer in Faculty Administrative Science(FSPPP)  
Universiti Teknologi Mara (UITM)  
Kedah  
Contact Number: 013-9613817