

**Personal Detail**

Name : Nor Shuhaili Bt Shamsudin
Date of Birth : 5 February 1992
Sex : Female
Address : 321 Felda Bukit Tangga
06010 Changlun,
Kedah Darul Aman.
Marital Status : Single
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Career Objective

To apply and improve my knowledge and understandings in office management especially in Human Resource development and office administration, as well as exposing myself to management skills in order to increase my versatility and learn something new as a worker which meet company's goal.

Education

2011-2014 Universiti Utara Malaysia (UUM), Sintok, Kedah
College of Arts and Sciences
Bachelor of Industrial Statistics (Hons), major (Manufacturing)
CGPA : **3.22/4.00**

2010-2011 College Matriculation Perlis (KMP)

CGPA : **3.34/4.00**

2008-2009 Sijil Pelajaran Malaysia (SPM)

3A 2B 3C 1D

Other Skills

Computer Skill

Window 2010

Microsoft Office application: Word, Excel, Power Point

Statistical Package: Statistical Package for Social Sciences (SPSS)

Simulation Package: High Level Simulators (ARENA)

Internet Explorer

Language

Bahasa Malaysia: Excellent in writing and speaking

English: Medium speaking and writing

Working Experience

25/07/2016-30/11/2016

Planning Control clerk at Huan Hsin Electrical System

20/01/2016- 1/5/2016

Clerk (Billing) at Changloon Frozen Food, Changlun, Kedah

15/12/2015-19/12/2015

Part Time as Kitchen helper at Grand Alora Hotel, Alor Setar

9/2/2015-31/10/2015

Clerk (Data Entry) at Hanva Borong, 54 Tanjung Pauh, 06000 Jitra, Kedah

14/7/2014-1/1/2015

Industrial Trianing, in administration unit, human resources unit, asset unit and finance unit at Hospital Sultan Abdul Halim

Jun 2014

Kitchen helper and sales person at Zarina Homemade

July 2013

Housekeeping and kitchen helper at UUM EDC hotel

July 2011-September 2011

Sales person at Bata shop

Extracurricular Activities

Participate in Programme Pembangunan Minda Insan (26-28/6/2014) at TH Hotel, Kuala Terengganu.

Participate in Programme Memperkasa Kepimpinan Mahasiswa Dalam Melestarikan Pemerintahan Negara (LESTARI) Third series (20-22 January 2012).

Gift bureau in Programme Selangkah ke Alam Universiti (24/11/2012) at UUM.

Bureau of food in Programme Majlis Ramah Mesra Persada UUM 2012 (23/3/2012) at Dewan Seminar Pusat Islam UUM.

Participate in Programme Tranformasi Persada at Nada Training Centre, Sungkai Perak (24-26/11/2011).

Bureau of logistic in Programme Sintok Trotter (17/11/2011) at UUM.

Personal Strength

Able to work under pressure

Aggressive with high personal and career goals

Flexible and able to accommodate in most working environment

Possess lots of initiative and self-motivation in work

Easy to communicate with communities

Disciplined and punctuality

References

Ms.Yeoh Bee Leng, (PLANNER) Huan Hsin Electrical System Sdn Bhd, Lot 324&325, Jalan PKNK 3/2, Kawasan Perusahaan Sg Petani, 08000 Sungai Petani, Kedah Darul Aman. 016-4417732	Juwairiah Binti Mohamad, Pusat Pengajian Perniagaan Islam, Kolej Perniagaan, Universiti Utara Malaysia (UUM), 06010 Changlun, Kedah Darul Aman. juwairiah@uum.edu.my 019-9638943
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