

RESUME

NUR SYAZANA BINTI AHMAD SABRI

596 Jalan Lama,
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PERSONAL PARTICULAR

Age	: 24 years old	Marital Status	: Single
Gender	: Female	Religion	: Islam
Date of Birth	: 21 August 1993	Nationality	: Malaysia
I/C Number	: 930821-02-5194	Permanent Residence	: Malaysia

EDUCATION BACKGROUND

Sept 2014 – Jan 2017	Universiti Teknologi MARA (UiTM) Arau, Perlis Bachelor of Marketing (Hons) CGPA: 3.29
June 2011 – April 2014	Universiti Teknologi MARA (UiTM) Merbok, Kedah Diploma in Accounting CGPA: 3.29
Jan 2006 – Dec 2010	Sekolah Menengah Kebangsaan Jitra, Kedah. Sijil Pelajaran Malaysia (SPM) (2010) Grade : 5A's, 3B's, 2C's

WORKING EXPERIENCE

April 2017 – July 2017	NS Global Management Services Position : Account Assistant Industry : Accounting
July 2016 – Nov 2016	Kementerian Perdagangan Dalam Negeri Koperasi dan Kepenggunaan Negeri Kedah Position : Practical training (Administration & Finance Department)
June 2014 - Aug 2014	Zakasha Enterprise, Jitra, Kedah Position : Sales Girl Industry : Apparel
Jan 2011 - 14 May 2011	Nelson's Franchise, Jitra, Kedah Position : Cashier Industry : Food & Beverages

ACHIEVEMENTS AND AWARDS

- Treasurer for Xperience Halal Program- April, 2016
- Treasurer for Persatuan BisMark (September 2015 - July 2016)
- LCCI Certificate in Book-keeping and Accounts) – Pass With Distinction, 2010

CO-CURRICULAR ACTIVITIES

- Participated in “Seminar Wanita Anti Jenayah”- October 2016
- Participated in “Lawatan Integrasi Industri” for Relationship Marketing- May, 2016
- Participated in “Program Xperience Halal”- April, 2016
- Participated in “Lawatan ke Indonesia” for Business Marketing- April, 2016
- Participated in “Program Halal Bukan Sekadar Logo”- October, 2015
- Participated in “Program Fun Technology with Toddlers”- Jun, 2015
- Participated in “Program Pembangunan Keusahawanan Suruhanjaya Syarikat Malaysia”, April 2015
- Participated in “Seminar Jangan Ambil Harta Orang”- December, 2014
- Members of Silat Cekak Pusaka Hanafi Association

COMPUTER SKILLS

Microsoft Office (Word, Power Point, Excel)	<u>Proficiency</u>
Accounting Software (UBS, SQL, MYOB)	Advanced
Editing (Adobe Photoshop, PhotoScape)	Intermediate
	Intermediate

LANGUAGE SKILLS

	<u>Spoken</u>	<u>Written</u>
English	Intermediate	Intermediate
Bahasa Malaysia	Excellent	Excellent

REFERENCES

Puan Ima Ilyani Binti Dato' Ibrahim
Lecturer
Universiti Teknologi MARA (UiTM),
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