



SITI HAWA NABILAH BINTI
ABDUL MANAF

Lot 3733, Kampung Kubang Bemban,
Mukim Tekai Kanan, 06350 Naka,
Alor Star, Kedah.

Mobile number : 019-4048797

Email address : nabilafyla@gmail.com

Education

Bachelor of Economics (Major in Economic Development), University Putra Malaysia, November 2015 (CGPA : 3.452).

Accounting Course, Kedah Matriculation College, Session 2010/2011 (CGPA : 3.90).

Work Experience

SL1M, PERMODALAN NASIONAL BERHAD (PNB), KUALA LUMPUR.

2 November 2015 – 31 March 2016

- Attached to Customer Relationship Management, Takaful Ikhlas Berhad, Bangsar.
- Handled *hibah* project and called more than 300 customers to inform about *hibah* distributions.
- Key in customers' data to be sent to finance department everyday.
- Receives and transfers calls to the call center and staffs (operator).

FINANCIAL ASSISTANT, PADANG TERAP DISTRICT COUNCIL, KEDAH

July 2014 – August 2014

- Recorded more than 35 monthly transactions in the Expenditure Ledgers.
- Recorded 40 electrical bills under district council management to be submitted to the state government every month.
- Prepared list of assets such as office equipment and furniture for the company reference.
- Checked daily collection transcripts to be same as recorded in a cash book.

HEAD INVITATIONS BUREAU: COLLEGE MASTER AWARDS, KTDI, UPM

April 2014

- Prepared and distributed 150 invitation cards to students and awards receivers.
- Invited staffs and alumni by email and official letter.
- Follow up the guests' respond.

Qualification and Skill

- Malay (fluent), English (near fluent).
- Microsoft Word, Excel and Power Point.
- Filling, data entry and telephone calls.

Reference

- Industrial Training : Mrs. Siti Solehan bt Norashid, Supervisor.
Contact number : 04-7866328
- SL1M Training : Mrs. Zulaika bt Razim, Supervisor.
Contact number : 03-27239999