



SAFFA NAJLAA



Good in communication and presentation skills

Strong Leadership capabilities and also a team player

Easily adapt to any kind of environment

Have flexible attitude with an open minded to any method of instruction that may be implement

Reliable and hardworking person



CONTACT ME



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SKILL & KNOWLEDGE

MALAY	<div></div>
ENGLISH	<div></div>
FIQH MUAMALAT	<div></div>
MS OFFICE	<div></div>
MS EXCEL	<div></div>
MS POWER POINT	<div></div>



WORK EXPERINCE

INTERNSHIP AT MAJLIS AMANAH RAKYAT (MARA) PULAU PINANG

Creating and updating databases, update borrower's monthly payment, Participated in debt collection team and enforcement, do clerical job include filing, gather customer information by phone, letter, email or in person, supporting the reception desk and one of the secretariat in a programs organized by MARA.

August 2016-November 2016



EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) ISLAMIC BANKING

Universiti Teknologi Mara (UITM) Kedah

CGPA : 2.71

2014-2016

DIPLOMA IN BANKING

Universiti Teknologi Mara (UITM) Perlis

CGPA : 3.10

2011-2014

SIJIL PELAJARAN MALAYSIA (SPM)

Sekolah Menengah Kebangsaan Kepala Batas

SPM Result : 3 A's

2006-2010



EXTRA-CURRICULAR ACTIVITY

Committe Member of Islamic Banking Club in UITM Kedah (Exco Economy)

Committee member in I-Bank Program in UITM Kedah (Exco-Corporate)

Member of Gamelan Club in UITM Perlis (Participating in University Festival Gamelan Melayu)

School prefects at SMK Kepala Batas

Head of Environmental Club at SMK Kepala Batas



REFERENCE

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AHMAD TARMEZI BIN YAHAYA
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