

NUR SHAHIRAH



✉ nurshahirahsuhaimi92@gmail.com

☎ +6011 10525324

🏠 No 128
Taman Kodiang
06100 Kodiang
Kedah DarulAman

WORK EXPERIENCE

SL1M Trainee–Lembaga Tabung Haji

♥Jitra, Kedah

2016-2017 - PRESENT

Provides account services to customers by receiving saving deposits, issuing savings withdrawals, cashing checks, register the Hajj Registration and issuing the transfer transaction from saving to other bank services as a front liner bank teller. Documented daily transaction of counter operation to create and save a database of the client. Cross-sells bank products by answering inquiries, informing customers of new services and product promotions.

STATISTICAL ASSISTANT E17

–Department of Statistics Malaysia

♥Alor Setar, Kedah

2016

Responsible for carrying out works related to the activities of collecting, processing and dissemination of data in the field of macroeconomics, trade, population, demography, human energy and environment for development planning and administration.

EDUCATION

BUSINESS ADMINISTRATION

BACHELOR'S HON'S

Bachelor of Business
Administration
(Islamic Finance)
With Honors

CGPA 3.30

♥Universiti Sultan ZainalAbidin
(UniSZA)

MATRICULATION CERTIFICATE

SIJIL MATRIKULASI

CGPA :3.21
Pass and Complete
Matriculation Programme

♥Kolej Matrikulasi Kedah

SPM

SIJIL PELAJARAN MALAYSIA

2006-2010
SPM : 3A 3B 1C

♥SMK Jitra, Kedah

EXTRA CURRICULAR

OPERASI HAJI TANAH AIR (OHTA)–Lembaga Tabung Haji

2015 - 2016

Responsible for assisting and helping the pilgrims. Provide them specific guidance for the smoothness journey to pilgrimage.

UniSZA Best Talent(Leadership Programme)

–Universiti Sultan Zainal Abidin

2012 - 2014

Responsible for representing the student

- collective interests, promoting the students' welfare, and taking a responsible part in the
- educational, social, cultural and physical
- Academic support and Humanitarian aid to Somalia Community School
- "Outbreak UniSZA;Zombie Run" Malaysia-to-Manila project (M2M).
- Donate the fund collected to the refugee school of Somalia and Rohingya.

REFERENCES

TABUNG HAJI JITRA

HJ BURHAN B. ABD RAHMAN

Branch Manager of TH Jitra
Tabung Haji Daerah Kubang Pasu
No 14 & 15, Batu 13 Jalan
Changlun
06000 Jitra, Kedah.
0195692090

UNIVERSITI SULTAN ZAINAL ABIDIN

EN. MOHD JAFFRI B ABU BAKAR

Head department of Accounting
University Sultan Zainal Abidin,
21300, Kuala Terengganu.
Terengganu.
0139280171

WHO AM I?

NUR SHAHIRAH BINTI AHMAD SUHAIMI
920729025766

SL1M trainee with 1 years of experience as bank teller at Tabung Haji Jitra.

Highly interacting with customer as a front liner, Attention to Detail, General Math Skills, Verbal Communication, Financial Skills, Financial Software and Integrity.

Possess a Bachelor Degree in Business Administration (Islamic Finance).

SKILLS

COMMUNICATION 90%

TEAMWORK 85%

MS OFFICE 90%

SPSS 20 85%

UNIT TRUST-FIMM 70%

LICENSE B2, D 85%

LANGUAGES

ENGLISH 80%

ARABIC 75%

Availability:
Immediately