



Nurliyana Farah Nisa Binti Mohd Zaidi

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Personal Particulars

Gender	: Female
Age	: 26
Nationality	: Malaysian
Race	: Malay
Religion	: Islam
Marital Status	: Single

Objectives

To utilize my knowledge and skills in working sector besides to gain more experience and to improve myself in career enhancement.

Goals

Able to survive in the working industry and able to communicate effectively and work collaboratively.

Educational Background

Universiti Malaysia Terengganu (UMT), Kuala Terengganu, Terengganu (Graduation Date: November 2016)

Qualification	: Degree
Field of Study	: MANAGEMENT (MARKETING)
Current CGPA	: 3.08

MARA Professional College Indera Mahkota (MPCIM), Kuantan, Pahang (Graduation Date: October 2011)

Qualification : **Diploma**
Field of Study : **ENGLISH COMMUNICATION**
Current CGPA : **3.26**

Work Experience

Kencana Transerve

February 2017 – March 2017

Position : **Clerk**
Job Category : Assistant
Department(s) : Administration
Position Level : Full – time
Industry : **Petrol Station**
Monthly Salary : RM 1000 / month

Work Profile

- Filing, photocopying and managing data such as gathering information by email, website or in person.
- Monitor stocks in shop and dealing with suppliers for making an order when the products are stock out.
- Make sure all the promotion run smoothly according to the plan.

Kolej Yayasan Pahang (KYP)

June 2016 – September 2016

Position : **Intern**
Job Category : Assistant
Department(s) : Multidisciplinary Research and Development Centre (MUREDEC)
Position Level : Internship Student
Industry : **Management**
Monthly Allowance : RM 150 / month

Work Profile

- Assist in filing and managing data.
- Responsible to assist KYP staff to do administration work such as preparing letters, files, photocopying, event management.
- Do telemarketing in order to get potential customers who are interesting for research services from Multidisciplinary Research and Development Centre.

IKIP International College

2013

Position : **Telemarketer**
Job Category : Assistant
Department(s) : Marketing
Position Level : Part – time
Industry : **Marketing**
Monthly Salary : RM 985 / month

Work Profile

- Do telemarketing in order to get a potential customer which is new students for IKIP.
- Assist in filing and managing data.

Telekom Malaysia

May 2011 – August 2011

Position : **Intern**
Job Category : Assistant
Department(s) : Consumer Sales (CS)
Position Level : Internship Student
Industry : **Communication**
Monthly Allowance : RM 150 / month

Work Profile

- Do telemarketing and door to door sales.
- Assist in filing and managing data.
- Responsible to assist TM staff to do administration work such as preparing letters, files, photocopying, event management.
- Handle customers' unsatisfactory issues or complaints.
- Provide good service to customers during promotional activities.

Curriculum Activities

- Taekwondo Club (Committee Members) UMT (2013-2014)
- Orator Club (Secretary) MPCIM (2010-2011)
- Decom Club (Committee Members) MPCIM (2009-2011)
- Jabatan Pertahanan Awam Malaysia (Committee Members) (2009-2010)

Award

- (COPA) College Outstanding Performance Award (Recipient) MPCIM (2011)

Skills

Computer	Proficiency in Microsoft Office (Words, PowerPoint, Excel)
Language	Bahasa Malaysia – Excellent (written and spoken)
	Bahasa Inggeris – Good (written and spoken)

Ability and Personality

- Maturity and emotional stability
- Motivation
- Ability to fulfill responsibility
- Ability to conduct a rule independently or in group

References

Prof. Dr. Mohd Shaladdin Bin Muda

Position	: Dean (Pusat Pengajian Perniagaan dan Pengurusan Maritim) UMT
Tel	: 09-6684155
	: 019-9346600
E-mail	: shaladdin@umt.edu.my

Dr. Kamaazura Binti Abu Bakar

Position	: Manager (Multidisciplinary Research and Development Centre) KYP
Tel	: 09-5342120
E-mail	: kamaazura@ikip.edu.my