

# Atikah Nabila Binti Ab. Wahab

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## Career Objectives

- To obtain full time position which will utilize my educational background and allow development of my abilities.

## Education

SEPT 2014 - JUNE 2017	<b>Bachelor of Business (Hons) Engineering Entrepreneurship</b> <i>Universiti Malaysia Perlis (Grade : 3.22) (Expect to graduate : Oct 2017)</i>
JULY 2011 – AUG 2013	<b>Diploma in Business Management</b> <i>Universiti Industri Selangor (Grade : 3.34)</i>
2010	<b>Sijil Pelajaran Malaysia</b> <i>Sekolah Menengah Kebangsaan Agama (P) Kangar, Perlis (3A 3B 2C 3D)</i>

## Training/Working Experience

June – Sept 2016	<b>Call Centre Agent</b> <i>Superceed (M) Sdn. Bhd, Kuala Lumpur</i> <ul style="list-style-type: none"><li>• Obtains client information by answering telephone calls; interviewing clients; verifying information.</li><li>• Dealing with customer orders, enquiries and complaints.</li></ul>
April – Sept 2014	<b>Pembantu Pengurusan Murid</b> <i>Prasekolah SJK@ Hwa Aik, Perlis</i> <ul style="list-style-type: none"><li>• Helps teacher managing student affairs.</li></ul>

## Seminar and Extra Curricular Activities

- Dean list award in Semester 7, session 4/13/34, Universiti Industri Selangor.
- Dean list award in Semester 5, session 2016/2017, Universiti Malaysia Perlis.
- Bestari awards in Semester 2, 2014/2015 and Semester 3 and 4, 2015/2016.
- A section leader in The Malaysian Red Crescent (MRC) club (2014/2015).
- Involved in a Community Program organized by UNIMAP.

## Personal Strengths

- Good communication and presentation skills.
- Able to work for long hours and able to work under pressure.
- Easily adapt to any kind of environment.
- Fast learner, less supervision.
- Independence and teamwork.

## Professional Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- SPSS
- Adobe Photoshop
- Windows Movie Maker

## Language Skills

- English
- Malay

## References

Engr. Dr. Mohammad Harith Amlus  
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(Engineering Entrepreneurship)  
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