



**NURUL AMALINA BINTI FADZIM**  
*NO 56, TAMAN 20 JALAN DATO KAYAMAN*  
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*PERLIS*

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#### **Personal Particulars**

<b>Age</b>	: 24 years old	<b>Date of Birth</b>	: 24 September 1992
<b>Nationality</b>	: Malaysia	<b>Gender</b>	: Female
<b>Marital Status</b>	: Single	<b>IC No</b>	: 920924-09-5102
<b>Permanent Residence:</b>	Malaysia	<b>Religion</b>	: Islam
<b>Place of Birth</b>	: Kangar, Perlis		

#### **Educational Background & Qualification**

**2015 –2017 : Universiti Teknologi MARA, Puncak Alam, Selangor.**

*Bachelor in Customer Service Management (Hons.)*

*CGPA : ( 3:11)*

**2011 – 2014: Universiti Teknologi MARA, Sungai Petani, Kedah.**

*Diploma in Office Management and Technology*

*CGPA : (3:06)*

**2005-2009 : Sekolah Menengah Kebangsaan Dato Jaafar Hassan**

*Sijil Pelajaran Malaysia (SPM)2B 4C 2D*

## Working Experience

*MPH Bookstores*

- *Customer Services and Promoter*

## Courses And Seminar Extended

**2012** *Public Speaking Seminar, ‘Sofistikatedkah Ideamu’, at UiTM Kampus Sungai Petani, organized by Andromedas, OMB44A, Final Year Student of Diploma in Office Management.*

*Seminar Inspirasi Gaya dan Imej, at Dewan Perdana, UiTM Kampus Sungai Petani, Kedah, organized by OMSA, Diploma in Office Management.*

**2011** *Participate in “Modul Latihan Program Pembangunan dan Kepimpinan Pelajar Peringkat Diploma” Organized by UiTM, Kedah.*

**2009** *Program Motivasi Kecemerlangan Pelajar, at Sekolah Menengah Dato Jaafar Hassan, Kangar Perlis, organized by Sekolah Menengah Dato Jaafar Hassan .*

## Honors and Achievements

### Diploma in Office Management

*Dean’s Award - April 2013*

## Computer Skills

*Microsoft Office - MS Words, Power Point, Excel, SPSS*

## Interpersonal Skills

1. *Eager to learn something new.*
2. *Self-reliance, hardworking and friendly*
3. *Able to work hard*
4. *Able to adapt to any situation or condition in the working environment.*

5. *Intermediary language:- Malay language - Speaking and Writing*  
*English language - Speaking and writing*  
*Basic in Mandarin*

### **Interests and Activities**

*Interested in doing administration task, Reading any materials*

### **Extracurricular Activities**

**2015** *Participants of The Tempurung Adventure, at Gua Tempurung, Perak, UiTM Kampus Puncak Alam, organized by Faculty of Business Event Management UiTM Kampus Puncak Alam. (19-20 September 2015)*

*Volunteer of “BackPackers” Program, at Pasar Seni Kuala Lumpur, organized by Event Management. (31 October 2015).*

*Commitee Member of ‘Personality Enrichment” at AV Room, FSK 6, UiTM Kampus Puncak Alam, organized by Smart B team .*

**2013** *Marketing and Publication “School Attack” Program, at Sekolah Kebangsaan Bandar Baru Sungai Lalang (2), Kedah, organized by Office Management and Technology. (23 Februari 2013).*

*Participants in Mandarin Teater, at Dewan Perdana, UiTM Kedah, organized by Departmet of Language Studies, UiTM Kedah.*

*Facilitator of Road to Success Program, at UiTM Kedah, organized by Faculty of Business Management, UiTM Kedah.*

**2012** *Commitee Member of “Keseda” at, UiTM Kedah. (19 December 2012).*

*Participants of OMSA Night Program, at Dewan Mini, UiTM Kampus Kedah, organized by Office Management Student Association (OMSA), Diploma in Office Management and Technology, UiTM Kedah.*

*Participants in Mandarin Dikir Barat, KASA 2012, at Dewan Perdana, UiTM Kedah, organized by Department of Language Studies, UiTM Kedah.*

**2011** *Participants of Family Day Program, at Stadium Mini, UiTM Kedah, organized by Office Management Student Association (OMSA), Diploma in Office Management and Technology, UiTM Kedah.*

*Participants of Juniors Day, at Stadium Mini, UiTM Kedah, organized by Office Management Student Association (OMSA), Diploma in Office Management and Technology, UiTM Kedah.*

### Miscellaneous

**Resume Text** : *I really look forward for a workplace. I don't mind to work from below and I am hardworking person and love to learn something new. I able to adapt easily with new environment and new people.*

### References

- Name** : Madam Norliza binti Saiful Bahry  
**Position** : Lecturer  
*Bachelor in Customer Services Management (Hon.)  
Faculty of Business Management.*  
**Institution** : Universiti Teknologi MARA (UiTM),  
*Kampus Puncak Alam, 40150, Shah Alam.  
Selangor Darul Ehsan.*  
**Mobile** :012-6212420

2.   **Name**           : *Ms. Azlyantiny binti Mohamad*  
      **Position**       : *Lecturer*  
                      *Bachelor in Office System Management (Hon.)*  
                      *Faculty of Business Management*  
      **Institution**   : *Universiti Teknologi MARA (UiTM),*  
                      *Kampus Sungai Petani,*  
                      *Kedah Darul Aman.*  
      **Mobile**        : *012-6966432*  
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