

# NUR FARHANA BINTI HAJAKAMAL

## OFFICE MANAGEMENT AND SECRETARYSHIP

No 11, Jalan Sawi 2, Taman Sepadu, 13300 Tasek Gelugor, Pulau Pinang, Malaysia

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### SUMMARY

Seeking an opportunity to expand my knowledge and skills for the job in your company besides to gain more experience and to improve myself in career enhancement and looking for new and competitive working environment.

### EDUCATIONAL BACKGROUND

<b>Diploma in Office Management &amp; Secretaryship</b> International Islamic College	<b>JULY 2016</b>	CGPA : 2.50
<b>Sijil Pelajaran Malaysia (SPM)</b> Sekolah Menengah Kebangsaan Bakti Tasek Gelugor	<b>2011 – 2012</b>	Result : 1B, 3C, 1D

### WORK HISTORY

- Jabatan Ketua Pengarah Tanah dan Galian Persekutuan  
(Practical Student)  
**Secretary and Administration:**
  - Answering phone call
  - Maintain and update filing and mailing
  - Operate office machines, such as photocopiers and scanners to make a duplicate file, facsimile machines to sent letter to other organization
  - Compile, copy, sort, and file records of office activities
  - Practiced to use few kinds of Microsoft Office like word and outlook
  - Complete and arrange meeting schedule for my supervisor

### LANGUAGES

- Malay : Good
- English : Good

## SKILLS

- MS Word, MS Excel, MS PowerPoint : **Good**

## OTHER SKILLS

- Able to work in group and individual environment
- Eager to learn new things
- Ability to file, retrieve, shelve, and physically organise materials in a high volume environment
- Can work under pressure and challenging environment

## ADDITIONAL ACTIVITIES

- 40th Ibadah Camp
- Education Seminars 2016
- English Language Achievement Certificate

## REFERENCES

**Mr. Muhammad Farid Bin Girip**

**Direktor Bahagian Standard Dan Inspektorat**

**Jabatan Ketua Pengarah Tanah Dan Galian Persekutuan**

25, Persiaran Perdana, Presint 4,

62574 Putrajaya, Wilayah Persekutuan Putrajaya,

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**Pn. Jehan Farina Binti Ahmad Fuad**

**Lecturer (School Of Management)**

**International Islamic College**

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