

NOR HIRUNNISA BINTI MOHAMAD TAHIR

Unit B2-11-25, Blok B2 Flat Desa
Lembah Permai, Jalan Permai 8,
68000 Ampang, Selangor.

014-9416442

nisatahir_92@yahoo.com



PERSONAL PARTICULAR

I/C No : 921027-02-5862
Date of Birth : 27 October 1992
Age : 25 years
Gender : Female
Race : Malay
Nationality : Malaysian
Religion : Islam
Marital Status : Single
Health : Excellent

EDUCATIONAL BACKGROUND

Qualification : Diploma
Institute : Polytechnic Tuanku Syed Sirajuddin
Field Of Study : Information Technology (Networking)
Graduation Date : Feb 2014

Qualification : SPM
Institute : Sekolah Menengah Kebangsaan Tanjung Pauh
Field Of Study : Science
Graduation Date : Dec 2009

Qualification : PMR
Institute : Sekolah Menengah Kebangsaan Puteri Wilayah
Graduation Date : Dec 2007

Qualification : UPSR
Institute : Sekolah Kebangsaan Dato' Keramat (1)
Graduation Date : Dec 2004

WORKING EXPERIENCES

1) **Company Name** : Khalifah Didik Sdn.Bhd

Designation : Teacher

Duration : October 2016 – Present

Experienced Gained

- ❖ Execute all the tasks and duty in the kindergarten in accordance to the Standard Operating Procedure, Curriculum, and Methodology of The Little Caliphs Program (TLCP).
- ❖ Learn, absorb, practice, and share with other teachers and students the spirit and content of The Little Caliphs Program (TLCP) and any programs decided by the management.
- ❖ In charge of the whole learning operation in the kindergarten.
- ❖ Preparing teaching aids.
- ❖ Prepare weekly Lesson Plan and teaching report.
- ❖ Perform other tasks relevant to the kindergarten matters as decided by the management.
- ❖ Involve in any event organized by management such as Open Day for new and existing branch, Sport Day, Grand Ihtifal Day.
- ❖ To give young learners a wonderful and effective learning experiences using best practices in early childhood education.

2) **Company Name** : iCIMB (Malaysia) Sdn Bhd

Designation : IT Officer (Contract)

Duration : Mac 2014 – Mac 2016

Experienced Gained

- ❖ Responsible on IT support, perform, resolve & troubleshoot Electronic Banking Department In-house system reporting.
- ❖ Attend immediate instruction from Head of section.
- ❖ Converts software specification requirements into appropriate programming languages.
- ❖ Testing and modifying systems to ensure that they operate reliably
- ❖ Structure plans and timeline, track deliverables based on established timelines and provide status reports on initiatives undertaken.
- ❖ Proactively contribute toward improving efficiency and quality.
- ❖ Oversee, mentor, organize work for subordinate and ensure that task are in accordance to expected output/compliance.
- ❖ To prepare monthly productivity related reports.

3) **Company Name** : Telekom Malaysia Berhad
Position : Internship
Duration : July 2012 – Dec 2012

Exposure Gained

- ❖ Experienced in Fiber optic system and copper cable in network communications
- ❖ Installation and configure streamyx line
- ❖ Troubleshoot problems and configure modem

EXTRA CURRICULAR ACTIVITIES

February 2012

- Participate event of martial arts association at USM (Universiti Sains Malaysia)

Jun 2011- October 2013

- Member of martial arts association at Tuanku Syed Sirajuddin Polytechnic

November 2010 – April 2011

- Involved in the polibreged activities at Tuanku Syed Sirajuddin Polytechnic

SKILL AND STRENGTHS

- Communication with focus, confidence and in constructive way
- Consistently applies newly gained knowledge to improve performance
- Team work and cooperation
- An independent person
- Possess Malaysia Driving License (Class B2)
- Speak fluent in Bahasa Malaysia and moderate in English
- Computer literate – Microsoft Office packages such as (Word, Excel and Power Point), SQL, PHP & JavaScript

HONOUR AND AWARDS

- Head of Department List Award in Tuanku Syed Sirajuddin Polytechnic (Semester 1 with CGPA 3.67)
- Head of Department List Award in Tuanku Syed Sirajuddin Polytechnic (Semester 5 with CGPA 3.51)

REFERENCES

Name : Mr. Azrin Azli Bin Suhaimi
Position : Higher Education Officer (DH41)
Institute : Polytechnic Tuanku Syed Sirajuddin
Mobile No : 019-3999117
Email : askrain78@yahoo.com

Name : Mr. Bokhari Bin Hassan
Position : Head of Section (Operations Support, Process Development & Administration)
Company : iCIMB (Malaysia) Sdn Bhd
Mobile No : 019-2103987
Email : bokhari.hassan@cimb.com