

PERSONAL DETAILS

Norizawati Binti Shamsuddin ◆

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No 6, Jalan Sri Pongsu 2, Taman Sri,
Pongsu, Alor Pongsu 🏠

34300 Bagan Serai, Perak

Female 🇲🇾
27 years old
Malaysian



EDUCATION

Universiti Kuala Lumpur Business School (2014 - 2016)

- Bachelor Degree of Business Administration (Hons) in Management and Entrepreneurship
- CGPA: 3.51
- Graduated on: October 2017

Politeknik Seberang Perai, Pulau Pinang (2008 - 2013)

- Diploma in Business Studies (Management)
- CGPA: 3.34
- Graduated on: August 2013

SMK Alang Iskandar, Bagan Serai (2006 - 2007)

- Sijil Pelajaran Malaysia (SPM) 2007
- Results: Pass

WORKING EXPERIENCE

Internship Program 2016 (June – September)

- PETRONAS Dagangan Berhad
- Level 1, 157 Hampshire Place Office, 1 Jalan Mayang Sari, 50450 Kuala Lumpur
- Customer Experience Department (Cards and Operation)
- Update tracker using winning formula tracker application, complete credit application and credit rating process, prepared offer and confirmation letter to dealers. Familiar with SMARTpay online tracking and ABX process. Overall task include operation and clerical work.

Internship Program 2010(January - June)

- HUSM Kubang Kerian
- Jalan Raja Zainab II, 16150 Kubang Kerian, Kelantan
- Academic section (ISO Unit)
- Manage management and administration task about student's academic. Complete failing for the entire administration document.

CURRICULAR ACTIVITIES

2015

- Havoc 2.0 at Gurney Mall, Persiaran Gurney, Kg Datuk Keramat, Kuala Lumpur
- Leadership Program at XnR Laser Tag Hulu Langat, Selangor
- Educational Trip to Kilang Beras Rakyat Sekincan, Selangor
- Charity Run at Tasik Titiwangsa, Kuala Lumpur
- Technopreneurship Carnival at Sri Rampai, Kuala Lumpur
- Visit Rumah Kebajikan & Bimbingan At-Taqwa, Puchong, Selangor
- Visiting National Cancer Society Malaysia Kampong Baru, Kuala Lumpur
- Visiting Maahad Tahfiz Dhiya 'UI Islah Surau Iklasih, Kampung Semarak, Jalan Semarak, Kuala Lumpur
- Clean the National Zoo at Hulu Kelang, Ampang

2014

- Entrepreneurship Seminar of Usahawan Berjaya at Unikl Miit, Jalan Sultan Ismail, Kuala Lumpur
- Entrepreneurship Seminar at Universiti Kuala Lumpur, Kampong Baru, Kuala Lumpur

ACHIEVEMENTS

- Dean's List for outstanding academic achievement 2016 (GPA 3.62)
- Dean's List for outstanding academic achievement 2015 (3.61)
- Dean's List for outstanding academic achievement 2014 (GPA 3.54)
- SAGE UBS Certificate (UBS Computerized Accounting – Pass)

SKILLS

Technical Skills

- | | |
|---|------|
| • Microsoft Office | 9/10 |
| • Microsoft Excel | 8/10 |
| • Microsoft Power Point | 8/10 |
| • E-mail Application | 8/10 |
| • UBS Computerized Accounting Application | 8/10 |

Personal Skills

- Able to work individually and as a team member
- Open-minded, hard working, highly motivated, independent and discipline
- Willing to learn something new, different and challenging
- Very particular about work or task given and work well under pressure

LANGUAGES

Spoken

- | | |
|-----------------|-----------|
| • Bahasa Melayu | Excellent |
| • English | Good |

Written

- | | |
|-----------------|-----------|
| • Bahasa Melayu | Excellent |
| • English | Good |

SUPPLEMENTARY

- | | |
|------------------------|------------------------|
| • Willing to travel | : Yes |
| • Willing to relocated | : Yes |
| • Driving license | : D |
| • Expected salary | : RM 2200 (negotiable) |
| • Availability | :Immediately |

REFERENCES

Siti Sarah Binti Md Zahari

Internship Advisor / Executive
PETRONAS Dagangan Berhad
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Dr. Zulkifli Bin Saidun

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