



Nur Amirah Binti Ishak

PERSONAL INFORMATION

Address	: Taman Meru, 30020 Ipoh, Perak.
Contact Number	: 013-3894247
E-mail	: n.amirahishak@gmail.com
Age	: 27
Nationality	: Malaysian
Marital Status	: Single
Possess Own Transport	: Yes (License D)
Interest	: Travelling, reading, photography and writing fiction stories.
Expected Salary	: RM900 – RM2000

CAREER OBJECTIVE

Seeking an opportunity and new experience by working together with your team. The place where I can constantly learn new hands on skills to upgrade my qualification and to be able to apply theoretical knowledge that I have learnt. The place where I can learn thousands of new challenges even that is not related to my qualification background. I have ultimate confidence and well-prepared to take it as challenge.

ACHIEVEMENTS

March 2017 : Certificate ‘**KURSUS ASUHAN KANAK-KANAK PERMATA – KAP**’ by
Persatuan Taska Perak (PTP), Jabatan Kebajikan Masyarakat (JKM) and PERMATA

May 2017 : Short story (Title : ‘Rahsia dalam rahsia’) being published in ‘**Siri Antologi Cerpen Negeri : Cerpen-cerpen Negeri Perak**’ by Pustaka Fufu Terbit

EDUCATION AND QUALIFICATIONS

2008 – 2013 : A Yayasan Telekom Malaysia (YTM) scholar

2009 – 2013 : **Multimedia University (Malacca Campus)**
Bachelor (Hons) of Information Technology (Security Technology)
CGPA : 3.32

Graduated : August 2013

- **Final Year Project : Optimisation of Fingerprint Verification**
Description : Fingerprint verification refers to the automated method of verifying match between two human fingerprints. Optimisation has been receiving great attention in optimising the results of classification/pattern recognition. The aim of this project is to provide a fingerprint verification which incorporates optimisation component. In the end, I successfully completed my final year project.

Nov 2010 – 2011 : **Cisco CCNA 1**

2008 – 2009 : **Multimedia University(Malacca Campus)**
Foundation in Information Technology
CGPA : 3.57

2006 – 2007 : **Sekolah Menengah Kebangsaan Jati (SMK JATI), Ipoh, Perak.**
Sijil Pelajaran Malaysia (7A 4B)

2003 – 2005 : **Sekolah Menengah Kebangsaan Jati (SMK JATI), Ipoh, Perak.**
Penilaian Menengah Rendah (9A)

1997 – 2002 : **Sekolah Kebangsaan Jelapang (SKJ), Ipoh, Perak.**
Ujian Penilaian Sekolah Rendah (4A 1B)

SKILLS

- General Skills :**
- High self-motivation, management and leadership
 - Willing to learn and hardworking person.
 - Able to adapt with surrounding environment.
 - Has ability to work independently as well as in a group.

- Computer Skills :**
- Designing (Banners, Bunting, Flyers, Poster) using Adobe Illustrator and PhotoScape.
 - Designing pamphlet using Microsoft Publisher.
 - Basic at doing animation using Adobe Flash CS series.
 - Making montages/videos using Corel Video Studio and Movie Maker.
 - Expert in using Microsoft Office.
 - Basic in programming languages using Mathlab, C++, Java, HTML/XHTML and PHP.
 - Basic in database programming such as IBM DB2,MySQL and Microsoft Access.

- Language :**
- Excellent in Malay (Communication and writing).
 - Good in English (Communication and writing).

WORK EXPERIENCE

**Mac 2011 – May 2011 :
(INTERNSHIP)**

Company Name : PETRONAS CARIGALI SDN. BHD.

Company's based : Oil, Gas & Petroleum

**Division's Name : Talent Management Department, HRM &
Capability Division, PETRONAS
DEVELOPMENT & PRODUCTION**

Job Description:

- Doing internship as one of the Talent Sourcing member
- Helping in the recruitment of:
 - Direct Hire (Local, Expat & Technician)
 - Permanent Staff (Executive & Technician)
 - MSC Clerical
- Organizing Business Orientation Program (BOP).

Accomplishment : Learn human resource stuffs especially in oil, gas & petroleum environment and able to attend interview sessions of the new staff intake (for clerk position). Manage to do presentation slides for the new manager of Talent Management for his welcoming session to the department (describing the department way of work). Manage to do presentation slides for the new staffs and for the department reference. Able to complete the proposal and the multimedia project basically a montage of the PETRONAS CARIGALI's background and the department's background to be used during Business Orientation Program (BOP) for the new staffs in order to give a clear view of their working environment. Learn new things that does not related with my course. Improve the way I communicate with the staffs and customers.

June 2013 – 18 May 2016 : Company Name : Telekom Malaysia Berhad

Company's based : Telecommunication

Division's Name : IPTV Product Development, Business & Media Operations, TM New Media, Telekom Malaysia Berhad.

Job Description:

1. Product Development & Management :

Involve in the first stage of creating IPTV product offering, commercialization and getting the product for customer usage. End to end on product development and ensure the deliverable of the product is achievable.

Jobscope :

- Developing idea business case preparation.
- Develop products descriptions, and establish product policies, including product presentation materials and conduct product training to stakeholders.
- Developing system development, product testing and product deliverable.
- Prepare & present the business case for management approval and Gated Process Committee approval (MMMO Product Committee Meeting – MMO PCM, Consumer/SME Lab, and GIT Change Request Committee – GIT CRRC).
- Work closely to get the best option at the best cost point, and delivered on time.
- Responsible to ensure excellent customer experience for products/services launched by conducting customer journey, user centric design, usability/acceptance tests, and operational efficiencies after launch.
- Prepare & present the sales performance/post implementation review (PIR) to the management after launch.

2. Business Performance and Monetization :

Responsible for managing the campaign & developing campaign business rule. Assist in the development of the quarterly campaigns tactical & thematic plans, specifically roll out time, execution plan and monitor campaign performance. Partner with various cross-functional

teams across the organization to gather requirements & feedbacks in order to develop campaigns and to execute as well as deliver the campaigns. Monitor the performance of the campaigns launch and present to the management level for key learning points.

Accomplishment : Alhamdulillah, able to work with the teammates to launch HyppTV products for consumers, SME (Business customers) and Hotel customers. Handling lots of stuff related with the development of product in the New Media and manage to do presentation slides to brief the LOBs regarding any new product to be launch. Learn, giving out ideas and bear with the team to do business case analysis and impact analysis for every product that will be launch. Able to learn and manage all managements works/tasks related either with the internal team, also with the external team. Joining the events/programs organize by the department to promote/ to sale the products to the customer.

**July 2016 – 30 August 2016 : Company Name : Olympia College Sdn Bhd, Petaling Jaya
Campus (OCPJ)**

Company's based : Education

Division's Name : School of Information Technology (IT)

Job Description:

1. Lecturer of IT for School of IT

- Conduct & deliver lectures to Certificate and Diploma students. Subjects teach:
 - Data Communication & Networking
 - Programming C++
 - Introduction to Multimedia
 - Support Organisation with IT
 - Introduction to Database
 - Computer System
 - Computer Application
 - Operating System
- Conduct & deliver consultation hours/session to students in order to monitor their academic progression.
- Complete the Assessment Pack for each subjects that will teach for the new semester in that particular year. Assessment Pack consists of:
 - Learning Guide of the subject
 - Final exam questions
 - Marking scheme for the final exam question
 - Assignment
- Plan, conduct and deliver semester activities for the students. Activities can be seminar, picnic with students, competition, a day trip to any places that related to the course or study, etc.

Accomplishment : Alhamdulillah, manage to complete the task given and deliver the lectures to the students accordingly.

ADDITIONAL INFORMATION

Multimedia University :

- Volunteer of Baitul Muslim 2.0 (2013) organized by One Heart Creative Solution
- Secretary 1 of Karnival Keluarga Bahagia 2013 organized by Usrah Institution MMU
- Head of Sub-Programme (Seminar Solat) of Karnival Keluarga Bahagia 2012 organized by Usrah Institution MMU
- Volunteer of Community Service Programme Walk for Autisim 2012 organized by Golden Key Society MMU
- Secretary of 2nd Caring Charity Lunch 2012 organized by Care Club MMU
- Volunteer of Seminar 1453: Membina Karakter Muslim Produktif (2012) organized by One Heart Creative Solution
- Facilitator of Ice Breaking Camp 2011 organized by Care Club MMU
- Volunteer of 2nd Melaka International 12 Hour Walk 2011 organized by Persatuan Lumba Jalan Kaki Malaysia & Majlis Bandaraya Melaka Bersejarah
- Committe of Aerobic Club MMU 2010
- Secretary of Minggu Penghayatan Bumi Palestin (MPBP) 2009 organized by Usrah Institution MMU
- EXCO of Bazaar Ramadhan 2009 organized by Usrah Institution MMU
- Committe of IU Dinner 2009 organized by Usrah Institution MMU
- Committe of IFTAR 2009 organized by Usrah Institution MMU
- EXCO of Friendship Camp 2009 organized by Usrah Institution MMU
- EXCO of Talk Entitle Ijazah Ramadhan organized by Usrah Institution MMU
- EXCO of Travelog Aspirasi Ramadhan organized by Usrah Institution MMU

Telekom Malaysia Berhad :

- HyppTV Goes Nationwide, 19th July 2013, HyppTV Everywhere launch (TMCC, Kristal Hall) as on of the Angels (demo to the Press regarding HyppTV using mobile devices).
- 20 July 2013, Volunteer 'Raudah Ramadhan bersama anak-anak yatim Al-Nasuha Gombak' organised by Da'wah Najlaa Training & Consultancy (DNC).
- 9 November 2013, Volunteer 'CSR Gotong-royong bersama anak-anak syurga' organised Da'wah Najlaa Training & Consultancy (DNC) at Zoo Melaka.
- 24 – 25 May 2014, Volunteer 'CSR 2.0 Kem Motivasi An-Nasuha bersama Anak-anak Yatim Rumah Perlindungan An-Nasuha' organised Da'wah Najlaa Training & Consultancy (DNC) at Kem Rimba Tamu, Selangor.
- 26 – 28 January 2015, Usherrette for Warisan Kasih 2015 (programme for TM staff for retirement)at Putrajaya.
- 8 February 2015, Usherrette for P1 Career Fair at Menara TM.

REFERENCES

Wan Syahirah Mohammad Zubir

Assistant Vice President

Commercial Establishment & Hotels

Customer Division

ASTRO Berhad

Bukit Jalil 57000 Kuala Lumpur.

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Nik Azan Rasul Nik Abd Rahman

Manager Business Performance & Monetizing

Business Media and Operation, New Media

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