

NORADILAH BINTI ABD HALIM

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PERAK DARUL RIDZUAN.
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**CAREER OBJECTIVES**

- To give and serve the best of mine to the organization, give 100% co-operation in every project I deal with by helping others.
- To work in a fairly organize and conductive environment.
- To use all my skills, abilities and effort to contribute to the success of the company I will work.

PERSONAL DETAILS

Age	: 24 years old	Identity Card	: 930221-08-5644
Date of birth	: 21 st February 1993	Driving License	: Yes (Class: D)
Nationality	: Malaysia	Health Status	: Excellent
Race	: Malay	Willing to Travel/Relocate	: Yes
Gender	: Female		
Marital Status	: Married		
Religion	: Muslim		
Interest	: Reading, surfing general knowledge and involve in outdoor activities.		

ACADEMIC QUALIFICATIONS

2011 - 2014	Diploma in Islamic Banking And Finance Politeknik Malaysia Ungku Omar, Ipoh, Perak CGPA : 3.39 MUET : Band 2
2009 - 2010	Course Major : Science Islamic Sekolah Menengah Kebangsaan Panglima Bukit Gantang, Parit Buntar, Perak SPM : 4B 2C 3D 2E PMR : 2A 5B 2C

WORKING EXPERIENCES

1) Hayat Hardware Enterprise, Parit Buntar, Perak (2014-Now)

- As an Account Clerk which maintain accounting records by making copies and filing documents.
- Reconciles bank statements by comparing statements with general ledger.
- Protects organization's value by keeping information confidential.

2) Parit Buntar Inn, Parit Buntar, Perak (December 2012-May 2013)

- As a Hotel Front Desk Clerk during internship where providing excellent customer service among guest's needs.
- Made an appointment, check guest in and out and process payments.
- Be part of the problem-solving aspect and responsible for restocking any commonly used forms in the front desk area.

3) Billion Shoes, Pusat Bandar, Parit Buntar, Perak (2012)

- As a Sales Assistant which required to advice, selling and dealing with purchases and handling money.
- Additional work such as administration and reordering stock as well as keeping the shop clean before, during and after business hours.
- Ensure those shoes are well displayed.

PERSONAL TRAITS

1) Personal skills and strengths

- Friendly, hardworking, dedicated, fast adapting with new surroundings and self-motivated.
- Positive thinker and passionate.
- Focus and give full effort on doing something.
- Creative and make research on something.
- Enjoy communicate with peoples; work well in team and has public relation skill.
- Willing to learn something new if given a chance.
- Can give fully cooperation during working.

2) Computer skills

- Excellent in Microsoft Office application (Word, Excel and PowerPoint).
- Intermediate in Statistical Package for the Social Sciences (SPSS) software.
- Able to learn new computer programs with little instruction and guidance.

3) Language

- Fluent in Bahasa Malaysia both oral and written.
- Intermediate in English both oral and written.

CURRICULAR ACTIVITIES

No.	Programme	Position	Descriptions
1	Program Khidmat Masyarakat, at Zoo Taiping, Perak Ungku Omar Polytechnic Malaysia (2014)	Participant	<ul style="list-style-type: none">- Got to know different kinds of animal behavior.- Cleaned the cage and gave the food to the animals.
2	Kursus Qawaid Fiqhiyyah Dan Akhlak Islamiah, Ungku Omar Polytechnic Malaysia (2014)	Participant	<ul style="list-style-type: none">- Explained the definition of Islam and its legal resources.- Related Mazbab-fiqh schools with the laws of recitation.- Explained the knowledge of Usul Fiqh and functions in the construction law.
3	Program Seminar Zakat, Ungku Omar Polytechnic Malaysia (2014)	Participant	<ul style="list-style-type: none">- Exposed the participants about the implementation, and management of the charity ride in Malaysia.- Explained to the participants of the obligatory contribution in the economic development of the country.- Discussed methods of strengthening the management of zakat in Malaysia.

EXPECTED SALARY: (NEGOTIABLE)**AVAILABILITY : IMMEDIATELY****PERSONAL REFERENCES**

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