

## NUR 'ATIQA BINTI MOHD ASRI

No.627 Lorong Kenangan 6/11,  
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Kedah.

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### PERSONAL DETAILS

Age	: 27 Years	Nationality	: Malaysian
Identity Card	: 900214-09-5142	Religion	: Islam
Driving License	: B2, D	Marital Status	: Married

### PROFESSIONAL EXPERIENCE

#### Statistical Assistants - Contract

**DEPARTMENT OF STATISTICS MALAYSIA** (Sept 2016 – Nov 2016)

##### Description:

- Make an appointment with the respondent for the collection of information and data such as registered companies are still active or closed and updated in SSM system.
- Complete the census form with the data given by respondents and identify business operation, yield and type.
- Great working environment and learn a lot how to communicate very well and to convince to all respondent share their business information.

#### Clerk (Finance) - Contract

**LEMBAGA PENGELOLA SEKOLAH AGAMA AL ISLAHIYAH (MENENGAH)**

(October 2014 – November 2015)

##### Description:

- Prepare and update expense report 3 month a years and school annual budget for student activity in a years.
- Receive a request note and prepare an order form for supplier.
- Manage school account include prepare, verify, and process invoices and coding payment documents.
- Prepared school financial report to be audit by **JABATAN PENDIDIKAN NEGERI PERLIS** at the end of the years.

## **Industrial Training**

**BANK RAKYAT KANGAR BRANCH** (Feb 2014 – May 2014)

### **Description:**

- Assist branch boosted sales in personal loan product more 10% from KPIs designated.
- Support staff in documentation and manage customer files by 5 months which has made payment clearly.
- Filling customers documents properly for easy tracking and audit purpose.
- Promoted and sales strategy in 5 product of banking include personal loan.
- Perform customer service related functions and call customer to remind on payments for 2 months past due accounts.

## **SKILLS & ABILITIES**

Experience in Finance Clerk professional for carrying out tasks at the level of full-time financial support groups on matters of budgetary control, general finance, receipts, control the allocation and provide efficient administrative support.

Strengths include:

- |                   |                         |
|-------------------|-------------------------|
| - Management      | -Efficiency of work     |
| - Computer Skills | -Administration support |

## **ACCOMPLISHMENTS**

### **Software Knowledge–** Information Technology Knowledge

- Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft PowerPoint, SPSS, Adobe Photoshop and System eSPKWS (*Sistem Perakaunan Kumpulan Wang Sekolah*).

### **Language:**

- |           | <b>Written</b> | <b>Spoken</b> |
|-----------|----------------|---------------|
| • Malay   | Excellent      | Excellent     |
| • English | Average        | Average       |

## **EDUCATION BACKGROUND**

### **Degree, Universiti Utara Malaysia** (2010-2015)

- Bachelor of Muamalat Administration with Honours, Major in Management and Administration
- Learn about management of business including financial, business account and human resource management that more focus about Sharia-Compliant such as work ethic.
- Knowledge in prepared paperwork for project every semester such as sudoku challenges and photography programmed.

**Sekolah Menengah Kebangsaan Agama (P) Kangar (2008-2009)**

- STPM – Art field

**Sekolah Menengah Kebangsaan Agama (P) Kangar (2003-2007)**

- SPM – Pure Science field

<b>COURSES/SEMINARS/WORKSHOPS ATTENDED</b>
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- Briefing Execution Goods And Services Tax (GST) On Government Procurement Organized By Perlis Education Department
- Briefing Utility Coordination And Financial Management Of The School
- Workshop ‘*Audit Berteguran*’
- Workshop ‘*Sistem Perakaunan Kumpulan Wang Sekolah Secara Elektronik*’ (eSPKWS)
- Industrial Talk Seminar
- The Real World of Industry Seminar
- Protocol and Social Ethics Courses

<b>CO-CORRICULAR ACTIVITIES</b>
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- Treasurer of Photography Programmed 2012
- Treasurer of Toward First Class Workshop Programmed 2012
- Bureau Protocol of ‘Semarak Jaya Khidmat Siswa’ Programmed 2012
- Secretary of Sudoku Challenges 2011
- Bureau Information of Asean Culture Documentary Programmed 2011
- Bureau Activities of De’ Kuriang Fiesta Programmed 2011
- Bureau Secretariat of Annual Grand Meeting Dinner SRM 2011
- Bureau Promotion of ‘Siswazah Tani’ Programmed 2011
- Assistant Secretary of Tamil and Mandarin Language Programmed 2010

<b>REFEREES</b>
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**PATHMAVATHI A/P APPULANAIDU**

Head of Seberang Perai Operational Centre,  
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**ROSLI BIN LONG**

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