



22-1 JALAN 9D/6
TAMAN SETAPAK INDAH
53300 KUALA LUMPUR
019-2402793
anisahrozani@yahoo.com

NUR ANISAH BINTI ROZANI

OBJECTIVE To best utilize my knowledge and skills for the job in your company besides to gain more experience and to improve myself in career enhancement and looking for a new and competitive working environment

SKILLS & ABILITIES

- MICROSOFT OFFICE – Ms Word , Ms Excell , Ms PowerPoint , Internet , Email.
- Keyboarding skill.

EXPERIENCE

- MySeminars Sdn Bhd
Practical student for 15weeks
Bachelor of Human Resource Management
- JABATAN MUZIUM MALAYSIA
Practical student for 20weeks
Diploma in Administrative Management

EDUCATION

UNIVERSITY SELANGOR (UNISEL)

- Bachelor of Human Resources Management
- Diploma in Administrative Management

SMK Taman Melati (SPM)
SMK Taman Melati (PMR)

COMMUNICATION

Fluent in Bahasa Melayu
Average in Bahasa English

LEADERSHIP

Can work in team,
Independence
Creative
Problem solving
Event management

REFERENCES

1) Encik Norman bin Hashim

Head of Program Bachelor of Human Resource Management (HONS)
Faculty of Business,
Universiti Selangor,
Jalan Zirkon A 7/A, Seksyen 7,
40000, Shah Alam,
Selangor Darul Ehsan.
012-2137853

2) Ms Rohaiza Bt Idaris

Head of Program Diploma In Administrative Management
Faculty of Business,
Universiti Selangor,
Jalan Zirkon A 7/A, Seksyen 7,
40000, Shah Alam,
Selangor Darul Ehsan.
012 – 590 7385