

# NURUL SYAZLEEN BINTI SALEH

BLOK 31 PINTU 5, BN2, PGA, 09000 KULIM, KEDAH DARUL AMAN

Mobile: 017-5633095 | Email: [nurulsyazleensaleh@gmail.com](mailto:nurulsyazleensaleh@gmail.com)



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## PERSONAL DETAILS

IC Number	: 940121-02-5838	Age	: 24 years
DOB/POB	: 21.01.1994 / Kedah	Gender	: Female
Race	: Malay	Religion	: Muslim
Marital Status	: Single	Nationality	: Malaysian

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## CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills in the field of Administration or Information System management and any other related field which I could receive the required exposure and to make positive impact to organization through continuous development of with my skills.

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## EDUCATIONAL BACKGROUND

**(2013 – 2017)**

Bachelor Of Education  
(Information Technology)  
With Honors

**UNIVERSITI PENDIDIKAN SULTAN IDRIS**

Major : Information Technology  
Minor : Business Management  
**CGPA : 3.68**

**(2012 – 2013)**

Matriculation College

**KOLEJ MATRIKULASI KEDAH**

Major : Science Biology  
**CGPA : 3.08**

**(2007-2011)**

High School

**SEKOLAH MENENGAH KEBANGSAAN TAMAN JELUTONG**

SPM : 5A 6C    PMR : 8A1B

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## WORKING EXPERIENCE

**(DEC 2016-JAN 2017)**

Industrial Training

**PEJABAT PENDIDIKAN DAERAH KOTA SETAR (PPDKS)**

- Assigned to the administrative unit and high school management unit.
  - Manage mailing, incoming and outgoing calls, typing letter , compile the file, update data in PPD management system
  - Giving a major task to develop a system (e-SIDKEMPS) .
  - Develop detailed design and technical specifications based
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on company requirements and ensure quality delivery of work products such as program and design documents.

- Develop programs from the detailed design specifications, as well as test & debug programs to ensure programs perform according to specifications.

- Conduct system and integration testing and support user acceptance testing, preparation for implementation.

**(JULY 2016-NOV 2016)**

Teaching Practical

**SMK DATUK HAJI AHMAD BADAWI**

- Former teacher for ICT subject ( Form 1 & Form 4) and e-commerce ( Form 4) .

- Involved actively as media and publicity ( designing banner , brochure , program book) or technical crew in every school event.

**(JUN 2013 – JULY 2013)**

Operator

**RUZA RESOURCES MANUFACTURING SDN BHD**

- Assigned in food and drink production
- Manage labelling and packaging variety of product

**(JUN 2013)**

Part – timer

**THE STORE , KULIM LANDMARK SENTRAL**

- Sales promoter

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## SUMMARY OF SKILLS

- Computer Skills

Software/Programming	Level
Microsoft Office	Advance
Microsoft Excell	Advance
Web Programming (PHP, HTML ,CSS, Java Script)	Advance
Database MySQL	Advance

- Experience in Application Analysis, Technical Design, Development, Implementation, Testing in all stages of full Software Development Life Cycle (SDLC) of Windows based and Web-based Applications

- Non-Technical Skills

I. Language

Language	Writing Level	Speaking Level
Malay	Expert	Expert
English	Intermediate	Intermediate

- ii. Experience in interacting with Clients, collection of requirement specifications from the client, performing requirement analysis and designing
  - iii. An effective person with various management skills and a high sense of responsibility.
  - iv. Willing to travel as well as will to work at extended hours.
  - v. Possess B2 and D class licensed.
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## REFERENCES

### **EN NURZID BIN ROSLI**

Industrial Training Coordinator,  
Universiti Pendidikan Sultan Idris,  
35900 Tanjong Malim, Perak.  
Email : [nurzid@fskik.upsi.edu.my](mailto:nurzid@fskik.upsi.edu.my)

### **PROFESOR MADYA DR. MAIZATUL HAYATI BINTI MOHAMAD YATIM**

Teaching Training Supervisor,  
Universiti Pendidikan Sultan Idris,  
35900 Tanjong Malim, Perak.  
Email : [maizatul@fskik.upsi.edu.my](mailto:maizatul@fskik.upsi.edu.my)