

CURRICULUM VITAE

NUR FATIHAH BINTI RAMLAN

02-13-11 Blok 2, Vista Angkasa, Kampung Kerinchi,
59200 Kuala Lumpur.

No. HP : +6014-5332682

Email : atinramlan7@gmail.com

Gender : Female

Nationality : Malaysian

Race : Malay

Religion : Islam

Marital Status : Single



CARREER OBJECTIVE

To secure employment in a challenging and rewarding role where I can utilise and extend my management skills and abilities. I seek to broaden my horizons, utilising and developing my skill sets in communication, interpersonal, organisational technical and administrative abilities.

EDUCATIONAL BACKGROUND

Bachelor Degree in Industrial Technology Management

- University Malaysia Pahang
- Year of study : 4 years (September 2012 – July 2016)
- Current CGPA:2.86

Sijil Tinggi Pelajaran Malaysia

- Sekolah Menengah Kebangsaan Ketengah jaya
- 2010/2011
- CGPA: 3.00

Sijil Pelajaran Malaysia

- Sekolah Menengah Kebangsaan Teja Putra
- 2008/2009
- Pass all subject

WORK EXPERIENCES

Clerk-Contract Staff and Internship Student

Company : Mushtari Maintenance And Services Sdn Bhd , Paka , Terengganu

Work skills : Recorded Inventory and Purchases Item, Managed Payroll, EPF, PCB, SOCSO and Income Tax.

TRAINING

Skim Latihan 1Malaysia – Industri Bekalan Elektrik (SL1M - IBE) Tenaga Nasional Berhad (TNB), Sept 2017, TNB Integrated Learning Solution (ILSAS), Bandar Baru Bangi, Selangor.

- 6–months training program with comprehensive classroom training and on-the-job training that aimed to further improve the employability of the graduates.

CO-CURRICULAR AND ACTIVITIES

Majlis Perbarisan Tamat Latihan Penyampaian Sijil Pegawai Kor Suksis IPTA kali ke-11 (AUGUST 2015), Organized by Polis Diraja Malaysia(PDRM)& Kor Suksis Malaysia

Benefits : Awarded the title of Inspektor Sukarelawan Polis
:learnt leadership skill, teamwork and fertilized spirit of policing.

Finish Up & Move On “choose your career path “(December 2014)

Benefits : Experience formal writing skill, organise effective time management, interaction with colleague and respected community.

Projek PermataInsyirah (Orphanage) (May 2014), softskill subject

Position : Team facilitator

Benefits : Guide student group activity and taught the group of orphans on the important “ first aid” and how to use it when they need help with.

SKILLS SET

Leadership

- Manage a program “management Talk” under faculty technology in UMP
- Organize a program for orphanage for Soft Skill’s project as an event manager
- Manage a petanque events for four days as Vice President of Petanque club
- Planned Cooperation Day 2009, and served as a group leader for school event

Technical Skills

- Able to use Microsoft Office application
- Able to use in MYOB program
- Able to use Minitab and solid work program

Soft Skills

- Have good leadership, teamworking, communication skills and positive thinking.
- Able to work under pressure to meet tight deadlines, independent and self-motivated.
- Fast learner and willing to learn something new, and able to well adapt with surrounding.

Language Mastery

- Able to converse, read and write in Malay and English languages proficiently. Also Moderate in Japanese language

Additional Information

- Driving License Posses D
- Willingness to Travel Yes
- Expected Salary RM2,000 – RM2,500

REFERENCES

Dr. Liu Yao

Senior Lecturer / Academic Advisor
Faculty of Technology
Universiti Malaysia Pahang
Contact number: 0142921640
E-mail address : liuyao@ump.edu.my

En. Shariman bin Mustafa

Senior Lecturer/ FYP Supervisor
Faculty of Technology
Universiti Malaysia Pahang
Office number: 09-5492252
Contact number: 017-7822578