



CURRICULUM VITAE

NURULHUDA BINTI MOHD TAMRIN

3F04 Quarters Mada Titi Haji Idris

Langgar , Kedah

940826-02-5416

☎ 019 4163614 | ✉ nurulhuda6364@gmail.com



EDUCATIONS

- ➡ Bachelor's of Science (Computational Mathematics)
Universiti Malaysia Terengganu (UMT)
September 2013 – November 2016
- ➡ Kedah Matriculation College (KMC)
Session 2012/2013
- ➡ Sekolah Menengah Kebangsaan Pendang , Kedah
January 2007 – December 2011



LANGUAGE

Written

Malay(Excellent)

English (Good)

Spoken

Malay (Excellent)

English (Moderate)



WORK EXPERIENCES

❶ Human Resource Assistant

Ibiden Electronics Malaysia Sdn. Bhd. (July 2017 – November 2017) Contract

Assist in preparation employee activities. Assist in Industrial Relation (IR)Task (Follow up absent case & short notice case and ER (Employee Relation). Prepare for data entry of discipline action from all department. Conduct counseling for those have discipline issue curing collection of their warning letter. Provide the counseling of request by superior. Investigate the case for the complaint through grievance. Assists in preparation of events and activities. Assist in conducting monthly tea talk with operator/staff. Assists coordinate MD business update . Contact with internal (between supervisor) and external (recruitment). Able to handle ad hoc and work under pressure. Administrative skills mainly in keeping records (Excell, Vlookup)and preparing reports.

❷ Kindergarten Teacher (Part Time)

Little Caliphs International Sdn Bhd ,Jalan Pegawai, Alor Setar (11 December 2016 – 26 April 2017)

Experience in teaching preschool students. Teach students of social science of natural, hygiene, observe their reaction to music, art and taste. Helping children in forming relationship both with friends and teachers.

❸ Practical

Social Security Organization (SOC SO) Kedah (20 June – 8 September 2016)

Experience in joining investigation with social security officers to identify business premise that have an employee (worker contribution). Make a record of the contribution claims according to proper procedures. Experience in human resources management .(Example : Employee attendance record, answering phone call from client)

❹ General Worker (Part-Time)

Perusahaan Faridah (Chili Sauce and Soy Sauce)

Preparation of chili sauce and soy sauce. Labeling, inserting, packing sauces manually. Helping to send to a customer store or to a new customer. Follow up customer by telephone call or checking by own at the customer stall.



SKILLS

- ⊙ Communication ●●●●●●●●
- ⊙ Computer Skill ●●●●●●●●
- ⊙ Microsoft ●●●●●●●●
- ⊙ Time Management ●●●●●●●●



QUALITIES

- ⊙ Attitude ●●●●●●●●
- ⊙ Open Minded ●●●●●●●●
- ⊙ Leadership ●●●●●●●●



COURSES TAKEN

Mathematics Courses

- ✓ Calculus
- ✓ Advance Calculus
- ✓ Calculus Vector
- ✓ Algebra
- ✓ Linear Algebra
- ✓ Modern Algebra
- ✓ Statistics
- ✓ Advance Statistics
- ✓ Differential Equations
- ✓ Linear Equations
- ✓ Mathematics Methods
- ✓ Variable Calculus Complex
- ✓ Numerical Analysis
- ✓ Real Analysis
- ✓ Operations Research
- ✓ Geometric Modeling
- ✓ Graf Theory
- ✓ Introduction of Fuzzy Set Theory
- ✓ Optimization
- ✓ Advance Numerical Analysis
- ✓ Computer Programming C++

Finance Courses

- ✓ Islam and Economics
- ✓ Principle of Islamic Finance
- ✓ Basic Entrepreneurship

Other Courses

- ✓ Sipsa 1
- ✓ Islamic Civilization and Asian Civilization
- ✓ Ethnic Relations
- ✓ Kenegaraan Malaysia
- ✓ Public Speaking
- ✓ Academic Writing Skills
- ✓ Islam and Environment
- ✓ Principle of Islamic Family
- ✓ Final Year Project I and II
- ✓ English For Occupational Purposes
- ✓ Industrial Training



EXTRA CURRICULAR ACTIVITIES

Practical

9 September
2016

Indoor Bowling Competition Wisma Perkeso 2016

Being a participant and the secretariat of the competitions (Participants including the staff of PERKESO,SSM, NCER and Industrial Training Students)

University

19 Mac

Charity Run 2016

Participants charity run for Humanitarian Mission in Philippines Hagnaya Mahal (10th Place)

31 October

Academic Run 2015

23- 24 April

Volunteers Marathon (National) 2015

Serving as a volunteer for the Malaysian Entrepreneur Carnival and National Healthy Integrity

10 – 11 April

International Mathematics Convention 2015 (Committee Members)

Being a Committee Members (Invitation Speakers and invitation Dean of Faculty/ Lecturer)

17 May

Walk for Humanity (East Zone) 2014

9- 10 May

International Mathematics Convention 2014 (Committee Members)

Timekeeper for the university entrant

17 November

Math Appreciation Week 2013

Olympiad Participants

8 - 9 November

Organization Managements Course 2013

27-29 October

Program Language Nights 2013 (Committee Members)

25 October

Majlis Jalinan Kasih (Committee Members)

School

2007 – 2011

School Prefect

2011

Secretary of Kelab Reka Cipta

2 July

Larian Serentak 1Murid 1Sukan 1Malaysia 2011

2010

Persatuan Pengguna Sekolah

18-20 June

Environmental Camp 2009

15 Jun

Choral Speaking Competition 2009

27 -28 October

Arabic Language Champ2008

9-11 October

Kem Jil Rabbani Pelajar Aliran Agama 2008



REFERENCES

☞ SUNIZA BT. MOHD (Nurse)

RPM93, Quarters Mada Titi Haji

Idris , 06500 Langgar, Kedah

☎ 013 – 9197018

☞ MOHD FAISAL BIN MAN (Assistant Technicians (Mechanical))

Kg. Alor Puduk , 06700 Pendang.

☞ 012 – 595 5947