

RESUME

NAME : NOOR UMIZAH BINTI BOHARI
ADDRESS : Taman Sepanggar Ria, Blok 209 Hse
9-3-9,Jln Sepanggar Menggatal,
88450 Kota Kinabalu, Sabah.
PHONE (MOBILE) : 016-8936496
E-MAIL : noorumizah@gmail.com



Age	: 27 years old	Date of Birth	: 05 December 1990
Nationality	: Malaysia	Gender	: Female
Marital Status	: Single	IC No	: 901205-13-5100
Religion	: Islam	Place of Birth	: Klinik Desa Oya
Weight	: 60kg	Height	: 155cm

EDUCATIONAL BACKGROUND & QUALIFICATION

2010-2013	: Universiti Malaysia Sabah (UMS) Bachelor Degree of Business (ENTREPRENEURSHIP) CGPA : 2.92
2009	: Sekolah Menengah Kebangsaan Oya Sijil Tinggi Pelajaran Malaysia (STPM) CGPA : 3.00
2007	: Sekolah Menengah Kebangsaan Oya Sijil Pelajaran Malaysia (SPM) 2A, 5B, 4CREDIT
2005	: Sekolah Menengah Kebangsaan Oya Penilaian Menengah Rendah (PMR) 2A, 5B, 1C
2002	: SK Datu' Pengiran Mohamad Oya Ujian Penilaian Sekolah Rendah (UPSR) 2A,3B

INTERPERSONAL SKILLS/STRENGTHS

1. Willing to learn and work hard
2. Ability to work independence or in a group
3. Love to learn something new
4. High level of commitment
5. Planning and organizing skills that can optimized work,team support and responsibilities in contribute to the organization.
6. Intermediary language : Malay language – Speaking and writing
English language – Speaking and writing

COMPUTER SKILLS

- * Microsoft Office – MS Words, Power Point, Excel,
- * AutoCount Accounting system
- * Proficient with P.O.S system

EXPERIENCES

2009 – 2010 : SUPERVISOR AT PETRONAS STATION

2013 : PRAKTICAL TRAINEE AT CHONG SUCCESS S/B (MARKETING/ADMIN)

2014 : SECRETARY/ADMIN AT KK & PARTNERS (AUDIT FIRM)

2015-CURRENT :ACCOUNT CLERK AT TCT TRADING SDN BHD

EXPECTED SALARY

RM1800 and above – Negotiable

REFERENCES

Puan Naomi Padan
Human Resources officer at TCT TRADING S/B Office
088-494548

Efyra Erista binti Yarah@Eric
Account clerk at TCT TRADING S/B
012-8149529