

NUR HAZWANI BINTI AHMAD

43A KG PERMATANG DURIAN,

09400 PADANG SERAI KEDAH

Contact No (01140662699)Hazwani

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**PERSONAL DETAIL**

Age : 23 years old Gender : Female
Date of Birth : 08 December 1993 Marital Status : Single
Place of Birth : Sg Petani, Kedah Religion : Islam
Nationality : Malaysian Race : Malay
Health : Excellent

Willing to Travel	Yes
Possess Own Transport	Yes

CAREER OBJECTIVE

I have high self- confidence and ready to take up challenges and to further develop my career in the field of financing and ever ready to move forward.

STRENGTH

- Fast - learner
- Able to work in group
- Good time management
- Able to work with minimal supervision
- Good in communication

EDUCATION BACKGROUND

Degree : Universiti Kuala Lumpur Business School (2013-2016)
: Bachelor of Business Administration (Hons) in Islamic Finance
: Qualification (CGPA 2.64- present)

STPM :SekolahMenengah Padang Serai(2011-2012)
:lulus

SPM : SekolahMenengahKebangsaanLunas (2008-2010)
: 1A 3B 2C 2D 1E

SKILLS& LANGUAGES

<u>LANGUAGE</u>	<u>SPOKEN</u>	<u>WRITTEN</u>
Malay	Excellent	Excellent
English	<u>Good</u>	<u>Good</u>

Microsoft Words	Microsoft Excel	Microsoft Power Point
Moderate	Moderate	Moderate

PERSONAL ACHIEVEMENTS

1. Committee of UniKL Business School Adventure Club (2016)
2. Certificate of participant in the Innovation Management Program at PLS Marketing(M) SdnBhd (Paddy Processing Factory) at Sekinchan
3. Joined Community Service 2 at UniKL Business School (BIS), undertake activities at National Zoo Volunteer
4. Committee Innovation Management Program at Unikl Business School (2014)
5. Participant in Committee members young fellow club
6. Participant in assistant treasurer of the association of pre-u
7. Member of Kadet Remaja Sekolah
8. Member of Badminton Club
9. Certificate of Computer Skill

PRACTICAL TRAINING

MajlisPembandaran Kulim (June 2016 until September 2016)

Position: Secretary Trainee

Job Scope :

1. Keep counters assessment
 - Manage the affairs of the customer who come to pay assessment
2. Incharge of account payable, handle payment for suppliers and etc.
3. Prepare financial document

WORKING EXPERIENCE

2013	<div>Company : Appolo Hypermarket</div> <div>Position : Cashier</div> <div>Job description : Accountable for error-free cash register operations, processing, and interactions with customers</div>
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ADDITIONAL INFORMATION

I graduated from Universiti Kuala Lumpur Business School in Bachelor of Business Administration (Hons) in Islamic Finance are seeking any position available in your organization which related with my field study. I am hereby will contribute my talent and skills, educational background and ability to work well with people. Thus, I believe in lifelong learning and driven by opinion to give the best and I can be a good asset to your great team.

REFERENCES

Name : Ms. NoraidaShahlizaBintiMdGhani

Position : Lecturer (Academic Advisor)

Organization : Level 8, Universiti Kuala Lumpur Business School, Bangunan
Yayasan Selangor
No 74, Jalan Raja muda Abdul Aziz, 50300 Kampung Baru,
Kuala Lumpur, Malaysia

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