



Nurazana Binti Ahmad

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No.57 Kampung Teluk Mukim Bukit Pinang Kepala Batas

06200 Alor Setar Kedah Darul Aman

## **1. Education**

Universiti Teknologi Mara (UiTM) Seremban, Negeri Sembilan

- Bachelor of Administrative Science
- CGPA 2.94/4.00
- Graduated on January 2017

Universiti Teknologi Mara (UiTM) Arau, Perlis

- Diploma in Investment Analysis
- CGPA 2.88/4.00
- Graduated on October 2014

Sekolah Menengah Kebangsaan Kepala Batas

- Sijil Pelajaran Malaysia (SPM)
- Results: 4A's 2B's 2C's
- 2008/2009

## **2. Work Experience**

Pejabat Setiausaha Kerajaan Negeri Kedah (Bahagian Komunikasi Korporat) Wisma Darul Aman, Alor Setar Kedah

- Industrial Training
- Involved in Press Marshal
- Management of Public complaints
- July – September 2016

Kufiah Al-Barakah

- Sales Assistant
- April – August 2014

Pustaka Union

- Sales Assistant
- January – May 2010

## **3. Skills**

Language	Spoken	Written
English	Fair	Fair
Malay	Good	Good

## **4. Computer Skills**

Microsoft Office, Microsoft Power Point, Microsoft Excel, Microsoft Project, Microsoft Access

## **5. Licenses**

B2, D

## **6. Ability**

- Basic management skills.
- Able to work in group
- Able to accomplish task given within a specific time.
- High encouragement to learn new knowledge.
- Be able to communicate with anyone
- Hard working, confident, self-motivated, self-committed determination and mature.

## 7. Achievement

Description	Date Achieved	Details
Jawatankuasa Perwakilan Kolej (JPK) at UiTM Arau	December 2012 - Mac 2013	Discipline Bureau
Participation in Create College Logo Competition at UiTM Arau, Perlis	December 2012	Participation
Jawatankuasa Perwakilan Kolej (JPK) at UiTM Arau, Perlis	June 2012 - October 2012	Entrepreneurship Bureau
Participation in 'Konvensyen Inovatif Dan Kreatif Peringkat Universiti' at UiTM Arau, Perlis	June 2012	Participation
Participation in Essay Writing Competition at UiTM Arau, Perlis	April 2011	Participation

## 8. References

Name : Mohamed Fajil Bin Abdul Batau  
Position : Pensyarah Fakulti Sains Pentadbiran dan Pengajian Polisi  
(Practical Training Supervisor)  
Tel : 06- 6342884

Nama : Puan Zarina Bt Zain  
Posisi : Pensyarah Fakulti Sains Pentadbiran dan Pengajian Polisi  
(Practical Training Supervisor)  
Tel : 012-6458612

Nama : Farah Murni Merican  
Posisi : Pensyarah Fakulti Sains Pentadbiran dan Pengajian Polisi  
(Research Supervisor)  
Tel : 013-3834080