

NOR ATIKA BINTI NORAZMAN

019-5215408

tieyka.razman@yahoo.com

**No. 2151, Lorong Kenari 14/3, Taman Kenari,
09000 Kulim, Kedah Darulaman**



1. EDUCATION

UNIVERSITI TEKNOLOGI MARA (UTM), PUNCAK ALAM, SELANGOR

- 🕒 **BACHELOR OF CUSTOMER SERVICE MANAGEMENT (HONS)**
- 🕒 **CGPA : 2.75**
- 🕒 **GRADUATED ON OCTOBER 2016**

UNIVERSITI TEKNOLOGI MARA (UTM), SRI ISKANDAR, PERAK

- 🕒 **DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY**
- 🕒 **CGPA : 3.08**
- 🕒 **GRADUATED ON NOVEMBER 2013**

SEKOLAH MENENGAH KEBANGSAAN TAMAN KENARI, KULIM, KEDAH

- 🕒 **SIJIL PELAJARAN MALAYSIA (SPM)**
- 🕒 **RESULTS : 2B's 3C's 3D's**
- 🕒 **2009**

2. WORK EXPERIENCE

KEMENTERIAN KEWANGAN MALAYSIA, PRESINT 2, PUTRAJAYA

- 🕒 **Industrial Trainee**

- ⌚ Administrative Assistants
- ⌚ Make A Report, Involved In The Company Event Journey, Filing , Answering Calls and Taking Memos.
- ⌚ July – November 2015

7ELEVEN JALAN ASAAD, KULIM, KEDAH

- ⌚ Sales Associate
- ⌚ Provide prompt, efficient and courteous customer service. Maintain a clean and customer friendly environment.
- ⌚ May – July 2013

TADIKA TAHFIZ LITTLE MUALIM, KULIM, KEDAH

- ⌚ A Teacher
- ⌚ Teach Children From Age 4 Until 6 Years Old Every Subject Includes Mathematics, Science, Pendidikan Islam, Jawi, Fardhu Ain and Bahasa Malaysia.
- ⌚ Jun – July 2016

3. SKILLS

Language	Spoken	Written
⌚ English	Fair	Fair
⌚ Malay	Good	Good

Microsoft Office, PowerPoint and Microsoft Excel.

4. ACHIEVEMENT

Description	Date Achieved	Details
-------------	---------------	---------

Modul Latihan Program Pembangunan dan Kepimpinan Pelajar	Nov – Mac 2013	Participant
New Employee Training Program	J une 2013	Participant
Essay Writing Competition	December 2011	Participant
Kem Kenari Gemilang	J uly 2017	Participant
Majlis Tadarus dan Khatam Al-Quran	October 2006	Participant

5. REFERENCES

Name	Designation	Contact No
Mr. Mohammad Zaim Bin Mohd Salleh	Lecturer/Academic Advisor	03 - 32585131
Mr. Mohd Khirzan Badzli Bin A. Rahman	FYP Supervisor/Academic Supervisor	013 - 9823843