

## PERSONAL DETAILS

**NURFATIN RAZANAH BINTI BAKRI**  
NO. 40 LORONG IM 2/81, BANDAR INDERA  
MAHKOTA 2, 25200 KUANTAN PAHANG

Telephone Number : (+60)14-813 6092  
E-mail Address : [fatinrazanahbakri@yahoo.com](mailto:fatinrazanahbakri@yahoo.com)  
Date of Birth : 23 September 1992  
Marital Status : Single



## OBJECTIVE

To work hard with full determination and dedication to achieve company expectation as well as personal goals and to be a part of company that indulges professional growth which provide challenging and rewarding career while allowing me to utilize my knowledge and skills.

## EDUCATIONAL BACKGROUND

- 2014 – 2016 : **Bachelor of Business Administration (Hons) Business Economic**  
UITM Kampus Kota Bharu  
Kota Bharu, Kelantan
- 2010 – 2013 : **Diploma in Business Studies**  
Unifield Technology College (KKB UITM)  
Alor Gajah, Melaka
- 2007 – 2009 : **Sijil Pelajaran Malaysia**  
Sekolah Menengah Kebangsaan Sultan Ismail  
Kemaman, Terengganu

## WORK EXPERIENCES

**Company** : Bank Rakyat Kemaman Branch  
**Position** : Internship Trainee (Feb – May 2016)

Involved to sales of products and services in bank and responsible to attracting customers to joint of products and services in bank.

### Responsibilities

- Open counter for saving account at school
- Open counter for linkage between Bank Rakyat and Tabung Haji
- Do promotion about fixed deposit accounts to company
- Provide a letter of hire purchase and letter of purchase to the customer
- Involved to promote all the products of Bank Rakyat to the customer

## **Achievements**

- Successfully support sales team to achieve target RM1000 of saving accounts per school
- Successfully support to achieve target RM 2000 of fixed deposit accounts per company
- Achieved a near-perfect work attendances record
- Improved office efficiency by neatly filing company bills, saving account receipts and purchasers record
- Increased loan process efficiency by directly dealing with customer with less supervision

**Company : Klinik Nabilah Kemaman**  
**Position : Clinic Assistant (Jan – Mar 2010)**

Involved in handling patient and recording health history. Responsible to understand and able to explain to patient about types of drugs/medicine.

## **Responsibilities**

- Conducts patient medical check-up such as Urine sample and X-ray procedures
- Provide a medication to the patient based on doctor instruction
- Filling and update of patient records

## **SKILLS / STRENGTHS**

- Proficient in Microsoft Word, Power Point, Microsoft Excel and SPSS
- Speaking and writing in English language and Malay language
- Can work under pressure and meet tight deadlines
- Work well in team, helpful and willing to share knowledge and expertise with others

## **EXTRA-CURRICULAR ACTIVITIES**

- Office management and procedure club of Unifield Technology College
- Computer application club of Unifield Technology College
- Malaysian Red Crescent Club
- Module Pembangunan Pelajar Unifield
- Community service at Gual Sitok Kelantan
- Seminar Usahawan UITM Kota Bharu

## **OTHER INFORMATION**

- Fast learner, dateline orientated and able to work independently and as a team
- Strength illustrates as a determined person, have sense of responsibility as well as time management skills
- Can easily make a good relationship with people

## **REFERENCE**

Puan Amiza Binti Ali  
Branch Assistant Manager  
Bank Rakyat Kemaman Branch  
Tel: (+60) 13-984-4804