



# NURSYAHIRAH BINTI ANUAR

017-2739016

sheeranuar95@gmail.com

No.5, Jalan Setia Indah U13/12C, Seksyen U13,  
40170 Setia Alam, Shah Alam, Selangor Darul Ehsan.

## EDUCATION BACKGROUND

**POLYTECHNIC SULTAN IDRIS SHAH, SABAK BERNAM (JUNE 2013 – APRIL 2016)**

- Diploma In Information Technology (Networking)
- Current CGPA : 2.71
- Graduated On October 2016

**SEKOLAH MENENGAH KEBANGSAAN SETIA ALAM (2011 – 2012)**

- Sijil Pelajaran Malaysia (SPM)
- Results : 2B+, 2B, 2C, 2E

## WORK EXPERIENCE

**DEPARTMENT OF STATISTICS MALAYSIA (OCT 2016 – DEC 2016)**

- Statistical Assistants E17
- Conducting the Household Income, Expenditure and Basic Amenities Survey, collecting data from locals in the area and record the data that has been collected

**SUDONG SDN BHD, KLANG, SELANGOR (MAY 2016 – AUG 2016)**

- Customer Care Officer
- Handling all inbound calls pertaining to customer general enquiries, complaints, comments, feedbacks and other raising issue related to the company's products

**APEX COMPUTER SERVICES SDN BHD, GM KLANG, SELANGOR  
(DEC 2014 – APRIL 2015)**

- Industrial Trainee
- Technician / Admin / Sales Assistant
- Manage service in repairing computer and laptop, key-in sales data and selling computer spare parts and accessories

## SKILL & STRENGTH

Language	Spoken	Written
Malay	●●●●●	●●●●●
English	●●●●○	●●●●○
Computer literacy :	Experience in using Microsoft Office (Microsoft Word, Microsoft Power Point, Microsoft Excel). Good in basic Adobe Illustrator, HTML, C++ and Java.	
Abilities :	Ability to manage several assignment simultaneously. Able to work under pressure. Able to work independently and also in group. Fast learner, trustworthy, pleasant and friendly.	

## ARCHIEVEMENT

- Bureau of External Relations in Secretariat 'Rukun Negara' (SRN) (JUNE 2015)
- Volunteer of "Program Ukhuwah Gotong Royong Perdana" (AUG 2015)
- Committee member for Malaysia Day Celebration Program Arts Culture and Expression (SEPT 2015)
- Exco of Information Technology And Communication Department in Student Representative Council Polytechnic Sultan Idris Shah (DEC 2015)
- Chief Facilitator in Secretariat 'Rukun Negara' (SRN) (DEC 2015)
- Chief Facilitator for SRN Group Training (JAN 2016)

## MOBILITY & AVAILABILITY

- Mobility : Car
- Licence : D
- Availability : Immediately
- Expected Salary : RM 1300 – RM 1800

## REFERENCE

- ✚ Puan Norakmar Binti Nadzari  
Lecturer, Academic Advisor  
Information Technology And Communication Department  
Polytechnic Sultan Idris Shah  
011-2906 7672
- ✚ Siti Husna  
Statistical Assistants E27  
Department Of Statistics Malaysia  
03-5515 0200