

NURUL JULIANA NABILA BINTI NAZERI

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Lot 309-5, Km 16, Kampung Sungai Badau,
Krubong, 75250, Melaka.



Age : **21 years old**
Marital Status : **Single**
Phone no. : **013 - 638 6943**

OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability work well with people, which will allow me to grow personally and professionally.

EDUCATIONAL BACKGROUND

- **Diploma in Office Management (2014 - 2017)**
Melaka International College of Science & Technology (MICO-ST)
3.50 (GPA)
- **Secondary School (2009 – 2013)**
Sekolah Menengah Kebangsaan Malim, Melaka
1A-, 1B+, 3B, 1C+, 2C, 1E (SPM)
- **Primary School (2003 - 2008)**
Sekolah Kebangsaan Kerubong, Melaka
2A, 1B, 2C (UPSR)

ACHIEVEMENTS & ACTIVITIES

Melaka International College of Science & Technology

- 2017 -

- Participate in *Keusahawanan* organized by Fundamental Entrepreneurship
- Participate in Industrial Training at Melaka Green Technology Corporation (MGTC)
- Committee members in *Majlis Perasmian Program Eco - School Peringkat Negeri Melaka Tahun 2017* at MGTC
- Committee members in *Majlis Anugerah Hijau Negeri Melaka 2017* at MGTC

- 2016 -

- Dean's Award for June 2016
 - Secretary for Beach Clean Up Party
 - Committee members in Charity Colour Run organized by Micost Office Management Student Association (MOMSA)
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- 2015 -

- Participate in Family Day Office Management organized by Billionaire Explorace Crew (MOM4A)
- Committee members in Let's Learn English The Fun Way Through Karaoke organized by Language Department
- Participate in Silat Seni Cekak Malaysia

Program Latihan Khidmat Negara

- 2014 -

- Participate in *Program Latihan Khidmat Negara (PLKN)* organized by *Jabatan Latihan Khidmat Negara*

SKILLS

Administration/ Secretarial

- I am able to assist on the clerical jobs in the office
- I am able to attend and write minutes of meeting
- I am able to take notes in preparing letters / memos and proposals
- I am able to send documents / records through fax machine

Computer Skill

- I am able to use Microsoft Office very well
- I am able to minimal use Photoshop and other editor of pictures

Team Collaboration

- Working in groups creates bond relationship between me and my group members
- Working in a team makes me more energetic and determined
- I am able to work very fast if I am given a group work task
- I love share my knowledge with others and gain information from them too in getting my job done in the company

Independent

- I am a fast learner and I listen to instructions very well in order to finish my duties
- I am able to adapt to a new working environment in my office
- I like to make extra effort in doing my jobs on my own

Flexible & focused

- I am a flexible person and I do not restrict myself to only one job in a company
- I can do an overtime job at the company
- I am a organized and tidy person when it comes to do my job

Communication

- I am fluently in Bahasa Malaysia and English Language
- I have good interpersonal skills
- I am able to communicate very well with the customers/ clients via telephone

WORKING EXPERIENCE**Melaka Green Technology Corporation (2017)**

- Practical student as administration

Quantum Rhythm Sdn.Bhd (2014)

- Operator

REFERENCES**Pn. Aeisha binti Md Sharip**

- Manager of Administration & Finance Department
Melaka Green Technology Corporation
Level 3, Wisma Negeri
Bandar MITC, Hang Tuah Jaya
75450 Ayer Keroh Melaka
06-2322580 / 016-2124474

Cik Junisaelah binti Naswar

- Head of Program Diploma in Office Management
Melaka International College of Science & Technology
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75300 Melaka
06-2883126 / 017-2046493