



NUR AZMINA BINTI MOHAMMAD ANUAR

PRACTICAL STUDENT

Alor Setar, Kedah, Malaysia

nurazmina2711@gmail.com

60194728471

Profile

Name	Nur Azmina Binti Mohammad Anuar
Gender	Female
Date Of Birth	27 Nov 1994
Age	23 years
Availability	After 1 month
Marital Status	Single
Nationality	Malaysian
Work Permit	I am citizen
Address	111-B,Lorong Haji Omar, Tambak Bunga, Batu 2 1/2 Jalan Kuala Kedah, 05400 Alor Setar, Kedah, Jalan Kuala Kedah, Alor Setar, Kedah, Malaysia, 05400

Objective

I would like to contribute the best or learn valuable knowledge from the company I applied

Experience

Jul 2016 - Sep 2016

Kedah Medical Centre

Position :Practical Student

Job Description:Learned to do administrative tasks and human resources tasks such as: 1. Typed Consultant Leave reports 2. Filled Board of Meeting reports 3. Updated Consultants Roaster reports 4. Calculated Staffs Overtime Rates 5. Delivered memos through company online application 6. Updated resume applications information. 7. Learned about colour safety code.

Education

Sep 2012 - Jun 2017

University Putra Malaysia
Major :Bachelor Of Business Administration (honours)
(Grade :3.45)

Referees

Universiti Putra Malaysia puan manisah bt othman
Email :manisah@upm.edu.my
(Contact No :0192747576)

Universiti Putra Malaysia puan manisah bt othman
Email :manisah@upm.edu.my
(Contact No :0192747576)

Skills

Drawing

Teamwork

Language

Language	Strength
English	Good
Bahasa Malaysia	Good
Chinese	Don't Know
Tamil	Don't Know