

NAME: NURULHUDA BINTI MOHD ZULKIFLI

PERSONAL INFORMATION

Mailing Address: No. 4,
Solok Segar,
Taman Lim,
30100 Ipoh,
Perak Darul Ridzuan.

Phone number : 013-4450067

Email : Nurhuda5444@yahoo.com

I.C. Number : 920226-03-5444
Date of Birth : 26th February 1992
Religion : Islam
Nationality : Malaysian

Gender : Female
Marital Status : Single
Race : Malay



CAREER OBJECTIVES

Seeking for a career in administration and management where my skill can be developed and exposed to fulfill your organization need and also to learn something new for the future life that related with the coursework that have been learn.

EDUCATION BACKGROUND

**2015-2016 : MARA UNIVERSITY OF TECHNOLOGY (UiTM) KEDAH,
SUNGAI PETANI CAMPUS
BACHELOR OF BUSINESS ADMINISTRATION WITH HONOURS
(OPERATIONS MANAGEMENT).
CGPA : 2.84
English Exit Test: Pass**

**2010-2013 : MARA UNIVERSITY OF TECHNOLOGY (UiTM) KEDAH,
SUNGAI PETANI CAMPUS DIPLOMA IN BUSINESS STUDIES
CGPA : 2.83
Malaysian University English Test (MUET) : Band 2**

**2008-2009 : SMK KLIAN PAUH, 34000 TAIPING, PERAK
SIJIL PELAJARAN MALAYSIA**

**Bahasa Melayu : A- (EXCELLENT)
Bahasa Inggeris : B (HIGH HONOURS)
Pendidikan Islam : A (EXCELLENT HIGH)
Sejarah : A- (EXCELLENT)
Mathematics : B (HIGH HONOURS)
Science : A (EXCELLENT HIGH)**

CURRICULUM ACTIVITIES

**2015-2016 : MARA University of Technology (UiTM), Sungai Petani Campus,
08400 Merbok, Kedah Darul Aman.**

- i) Bureau Protocol Operations Management Talks 2015
- ii) Committee Members of Publisisti and Documentation for Majlis Restu Ilmu (BAFIN) 2015.
- iii) Jerai Excellent Exploration OPEMS UiTM Kedah 2015
- iv) Kem Kecemerlangan OPEMS UiTM Kedah 2015
- v) Committee Members of Kem Kecemerlangan UPSR 2016 at SK Hj. Hussein Sik, Kedah.
- vi) Operations Management Talks 2.0 (2016)

**2010-2013 : MARA University of Technology (UiTM), Sungai Petani Campus,
08400 Merbok, Kedah Darul Aman.**

- i) Member of Entrepreneurship Club
- ii) Member of IMAN Club (Ikatan Mahasiswa Dinamis)
- iii) Member of Member of Islamic Centre Club
- iv) Member of Mandarin Club
- v) Member of Kesatria Wira Negara (2010-2012)

2008-2009 : SMK Klian Pauh, 34000 Taiping,Perak.

- i) Vice Head Prefect for 2009
- ii) Vice Chairman of Puteri Islam for 2009

EXTRA COCURRICULUM ACTIVITIES

2010-2013 : MARA University of Technology (UiTM), Sungai Petani Campus, 08400 Merbok, Kedah Darul Aman.

- i) Sijil Penyertaan Kem Kesatria Wira Negara
- ii) Sijil Penghargaan Bengkel Pemantapan Akademik BM111
- iii) Sijil Penyertaan Pertandingan Dikir Barat Dalam Mandarin
- iv) Sijil Tamat Ko-kurikulum
HBU111 Kesatria Negara I
HBU121 Kesatria Negara II
HBU 131 Kesatria Negara III

2008-2009 : SMK Klian Pauh, 34000 Taiping, Perak.

- i) Sijil Kepujian Pertandingan Forum Remaja Sekolah 2008 daerah Larut Matang dan Selama. (Tempat Ketiga)
- ii) Sijil Kepujian Pertandingan Forum Remaja Sekolah 2009 daerah Larut Matang dan Selama. (Naib Johan)
- iii) Sijil Penyertaan Pertandingan Kuiz Puteri Islam Peringkat Daerah. (Johan)
- iv) Sijil Penyertaan Pertandingan Bahas Bahasa Melayu Ala Parlimen Peringkat Daerah tahun 2009
- v) Sijil Penghargaan Bengkel Kecemerlangan Akademik Pelajar Cemerlang, Mata Pelajaran Perdagangan SPM, daerah Larut Matang dan Selama tahun 2009
- vi) Sijil Penyertaan Program Perkhemahan Pergerakan Puteri Islam Malaysia daerah Larut Matang dan Selama
- vii) Sijil Penghargaan sebagai Pengawas Sekolah pada tahun 2008 hingga 2009
- viii) Sijil Anugerah Nilam Jauhari Gangsa
- ix) Sijil Kepujian Anugerah Pelajar Cemerlang SPM (Aliran Satera) 2009
- x) Tokoh Sahsiah Terpuji 2009

WORKING EXPERIENCE

Industrial Training

Position Title: Internship Student in Technical Service Department

Duration: 08th August 2016 – 25th November 2016

Employer: Silverstone Berhad

**Lot 5831, Kamunting Industrial Estate II,
P.O.Box 2, 34600 Kamunting,
Perak Darul Ridzuan.**

Scope of the task:

1. Prepare summary report for daily defect.
2. Daily summary of uniformity results
3. Defect List/ SSM Inspection Standard
4. RFV Graph Marking
5. Documentation of tire specification, return spec, and SM chart,
6. Attendance and leave documentation.

Position Title: Sales Clerk

Duration : 02nd December 2013 – 27th February 2015.

Employer : PSE Industrial Supplies Sdn.Bhd.

**278, Jalan Kota, Taiping, 34000 Taiping,
Perak Darul Ridzuan.**

Scope of the task:

1. Serving as a sales clerk, selling and promoting goods spare parts of various brands of quality.
2. Answer telephones and transfer to appropriate staff member.
3. Make receipts and photocopy work.
4. Meet and greet clients and visitors.
5. Create and modify documents using Microsoft Office.
6. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
7. Maintain hard copy and electronic filing system.
8. Research, price, and purchase office furniture and supplies.
9. Coordinate and maintain records for staff office space, phones, staff leaves, staff attendance.
10. Setup and coordinate meetings and conferences.
11. Maintain and distribute staff weekly schedules.
12. Collect and maintain PC inventory.
13. Support staff in assigned project based work.
14. Provide office orientation for new employees.

15. Other duties as assigned.

Position Title: Sales Clerk

Duration: 16th June 2013- 29th November 2013

Employer: HLK Ventures. Sdn. Bhd.

**NO.PT617, Jalan Nara, Pasir Puteh, 16800 Pasir Puteh,
Kelantan Darul Naim.**

Scope of the task:

1. Duty to as the sales clerk, selling and promoting shop lots and offices in Pasir Puteh Sentral which is still under construction.
2. Answer telephones and transfer to appropriate staff member.
3. Meet and greet clients and visitors.
4. Create and modify documents using Microsoft Office.
5. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
6. Maintain hard copy and electronic filing system.
7. Research, price, and purchase office furniture and supplies.
8. Coordinate and maintain records for staff office space, phones, staff leaves, staff attendance
9. Setup and coordinate meetings and conferences.
10. Maintain and distribute staff weekly schedules.
11. Collect and maintain PC inventory.
12. Support staff in assigned project based work.
13. Provide office orientation for new employees.
14. Other duties as assigned.

COMPUTER SKILLS

- i) Microsoft offices: Word, Excel, Power Point, Publisher and Internet.
- ii) Speed Typing, Office Management, Basic of Accounting and Others

LANGUAGE AND OTHER SKILLS

- i) Spoken Language: Bahasa Melayu and English
- ii) Written Language: Bahasa Melayu and English
- iii) Others of Knowledge: Reading Al-Quran, Tajwid and Jawi Writing.

- iv) License: D
- v) Have own car and willing to work overtime.

PERSONAL STRENGTH

I enjoy meeting people and able to co-operate with my team members. I am able to work independently and be responsible to any task given.

REFERENCES

Dr. Jamaludin Bin Akbar Senior Lecturer, Faculty of Business & Management Universiti Teknologi MARA (UiTM) Cawangan Kedah. Tel: 04-4562185 (O) 013-4274729 (HP) Email: jamal691@kedah.uitm.edu.my	Pn. Siti Fairuza Binti Hassam Senior Lecturer, Faculty of Business & Management Universiti Teknologi MARA (UiTM) Cawangan Kedah. Tel: 04-4562170 (O) 019-6425853 (HP) Email: fairuza@kedah.uitm.edu.my
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