



NOOR AIN BINTI AB AZIZ
LOT 929,
PADANG SRI PADUKA,
KUBANG KERIAN,
16150 KOTA BHARU, KELANTAN..
Tel: 014-2996559
E-mail: farrahinfaina@gmail.com

PERSONAL DETAILS

Age	:	25 years
Date of Birth	:	17 February 1993
Sex	:	Female
Nationality	:	Malaysian
Race	:	Malay
Marital Status	:	Single
Driving Licenses	:	D
Health	:	Excellent
Identity Card Number	:	930217-03-5134

EDUCATIONAL BACKGROUND

2015-2017	:	Level : Bachelor Degree Universiti Teknologi MARA, Kampus Kota Bharu, Kelantan Course : Business Management (Business Economy) CGPA : 3.22
2011-2014	:	Level : Diploma Universiti Teknologi MARA, Machang, Kelantan Course : Business Management (Banking) CGPA : 3.05
2009-2010	:	Sijil Pelajaran Malaysia SPM (2010) Sekolah Menengah Kebangsaan KubangKerian 1, Kubang Kerian, Kota Bharu, Kelantan 1A+, 2A, 1A-, 2B, 3C+

2006-2008 : **Peperiksaan Menengah Rendah PMR (2008)**
Sekolah Menengah Kebangsaan Dato Perdana, Bachok,
Kelantan
2A, 5B, 1C

EXTRA CURRICULAR ACTIVITIES

UiTM, Kota Bharu, Kelantan

2015 - Volunteer Malaysia im4U

UiTM, Machang, Kelantan

2011.2012 - Members of National Kesatria
- Members of Commercial Music
- Participated in 1CITIZEN Program

Sekolah Menengah Kebangsaan Kubang Kerian 1, Kubang Kerian, Kota Bharu, Kelantan

2009-2010 - Ahli Jawatankuasa, (AJK) of Persatuan Bulan Sabit Merah
- Ahli Jawatankuasa, (AJK) of Persatuan Agama Islam

WORKING EXPERIENCES

Admin Assistant

Employer : Shaliscare Nursing & Services Sdn Bhd, Pasir Tumboh
Kelantan
Work Period : 09 October 2017 – Present
Monthly Salary : RM1000.00 per month

Practical Training (Practical Trainee)

Company Name : Jabatan Bendahari, Hospital Universiti Sains Malaysia
(HUSM), Kampus Kesihatan, Kubang Kerian, Kota Bharu,
Kelantan.
Training Period : 20 Februari 2017– 04 June 2017

Finance Assistant

Employer : Primadata Holdings (M) Sdn Bhd, Pasir Tumboh
Kelantan
Work Period : 19 November 2014 – 01 March 2015
Monthly Salary : RM1000.00 per month

Clerk (Administration)

Employer : Antah Daya Sport & Leisure, Kota Bharu, Kelantan
Work Period : 20 October 2014– 15 November 2014
Monthly Salary : RM900.00 per month

COMPUTER LITERACY

Microsoft Word, Microsoft Excel, Microsoft Power Point, SPSS and E-views Program.

STRENGTHS AND SKILL

Personal Strength:

1. Willing to walk the extra mile and work beyond the standard hours of duty.
2. Able to work independently and in a group.
3. Diligent, being responsible and high of integrity.
4. Interested to learn new field.

Computer Skill	Excellent	Good	Basic
Microsoft Word	✓		✓
Microsoft Excel		✓	✓
Microsoft Power Point		✓	✓
SPSS and E-views Program		✓	✓

Language Skill	Written	Good
Bahasa Melayu	Excellent	✓
English	Good	✓

REFERENCES

Name : Puan Siti Salihah Binti Zainal
Position : Administrative Executive
H/phone No. : 010-9256487
E-mail : shaliscare77@gmail.com
Address : Shaliscare Nursing & Services Sdn. Bhd, PT 906, Desa Darulnaim,
Pasir Tumboh, 16150 Kota Bharu, Kelantan.

Name : Puan Hasni Binti Jaafar
Position : Human Capital
H/phone No. : 09-7656999
E-mail : hasni7773@gmail.com/hasni.primadata@gmail.com
Address : Primadata Holdings (M) Sdn.Bhd, Lot 8018, Bandar Satelit Islam,
Pasir Tumboh, 16150 Kota Bharu, Kelantan.