

## NAZATUL ISWANIS BINTI KADRI

26 years old | 07.10.1992 | 921007-08-5614 | Single

Kampung Teluk, 32400 Ayer Tawar, Perak.

E-Mail: iswanisnazatul@ymail.com

019-5159485



### CAREER OBJECTIVES

To help improve department performance through computer skills and communication skills in group work.

### EDUCATIONAL BACKGROUNDS

- 2014-2016     **Bachelor of Science in Information Studies (Hon.) Library Management**  
Universiti Teknologi MARA (UiTM) Kedah  
CGPA 3.45
- 2011-2013     **Diploma in Information Management**  
Universiti Teknologi MARA (UiTM) Kelantan  
CGPA 3.34
- 2009-2010     **Sijil Pelajaran Malaysia (SPM)**  
SMK Ambrose, Perak  
6A 3C 1E

### WORK EXPERIENCES

- 2017**  
Apr – Now     Sime Darby Plantation Sdn Bhd  
*Clerk*
  - Manage the store, weighbridge and management/administration matter.
- 2016**  
Oct - Apr     Kedai Sukan Macsport  
*Graphic Designer*
  - Designing logo / name and embroider on clothes, towels, and so on.
  - Designing and embroider nametag
- 2015**  
May – Dec     Sport Unit, UiTM Kedah  
*Skim Khidmat Pelajar (SKP) – Part Time*

## EXTRA CURRICULAR ACTIVITIES

<u>Oct 2016</u>	<b>KARISMA xxii Uitm Kedah</b> <ul style="list-style-type: none"> <li>• <i>Secretariat</i></li> </ul>
<u>Jan 2016</u>	<b>Social- Culture Exchange Brunei</b> <ul style="list-style-type: none"> <li>• <i>Deputy Director</i></li> </ul>
<u>Jan 2016</u>	<b>Bengkel “Information Systems”</b> <ul style="list-style-type: none"> <li>• <i>Gift &amp; Souvenir Exco</i></li> </ul>
<u>Nov 2015</u>	<b>Kembara Ilmu ke Bumi Kenyalang</b> <ul style="list-style-type: none"> <li>• <i>Logistic &amp; Transport Exco</i></li> </ul>
<u>June 2015</u>	<b>Majlis Pra-Graduan dan Anugerah kecemerlangan sesi 2014 Sarjana Muda Sains Maklumat(Kepujian) Pengurusan Perpustakaan</b> <ul style="list-style-type: none"> <li>• <i>Protocol &amp; Activities Exco</i></li> </ul>
<u>Nov 2014</u>	<b>Penang Bridge International Marathon</b> <ul style="list-style-type: none"> <li>• <i>Participant</i></li> </ul>
<u>Sept 2014</u>	<b>KPM-UiTM Cabaran Orienteering 1 Malaysia</b> <ul style="list-style-type: none"> <li>• <i>Participant</i></li> </ul>
<u>June 2014</u>	<b>Lensa Ilmu</b> <ul style="list-style-type: none"> <li>• <i>Secretary 1</i></li> </ul>

## LANGUAGES AND OTHER SKILLS

### 1. Languages (*Proficiency: Fluent-10, Basic-1*)

LANGUAGES	Speaking	Writing	Listening
Malay	10	10	10
English	6	6	6

### 2. Other Skills (*Efficiency: Good-10, Basic-1*)

KOMPUTER	Efficiency	SOFTWARE	Efficiency
Microsoft Excel	10	Adobe Illustrator	6
Microsoft PowerPoint	10	Adobe Photoshop	6
Microsoft Word	10	Stilista 2000	10

### 3. Driving license B2 D

## REFERENCES

- |  |   |
|--|---|
| <p><b>1. Chandra Bhos Mani</b><br/>         Sr. Assistant Manager<br/>         Sime Darby Plantation Sdn Bhd<br/>         (Ladang Sogomana)<br/>         019-8057718</p> | <p><b>2. Mohd Zool Hilmie Mohamed Sawal</b><br/>         Senior Lecturer<br/>         Faculty of Information Management,<br/>         UiTM Kedah<br/>         04-456 2519 / 016-2036363</p> |
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