

NABEELA SYAAKIRA BINTI NORDIN

No 16,
Jalan Kurau 17/13, Seksyen 17,
40200 Shah Alam,
Selangor Darul Ehsan.

Telephone No. : 013-240 7591
Email Address : beela.nordin@gmail.com



Personal Details

Identity No	: 910420-11-5406	Nationality	: Malaysian
Date of birth	: 20 April 1991	Place of birth	: Kuala Terengganu
Marital status	: Married	Race	: Malay

Academic Background

Jan 2010 - June 2012 : Polytechnic Sultan Mizan Zainal Abidin,
KM 08, Jalan Paka, Dungun Terengganu.

Diploma In Programming
(CGPA : 2.94)

2007-2008 : SMK. Seri Nilam,
Kampung Kubang Tangga,
20050 Kuala Terengganu.

SPM (PASS)

2004-2006 : SMK Seri Nilam,
Kampung Kubang Tangga,
20050 Kuala Terengganu.

PMR (PASS)

Work Experience

Feb 2013 – July 2017 : Admin Assistant at Sime Darby Property Berhad.

July 2011 – Dec 2011 : Practical Training as a student IT at MAIDAM
(Majlis Agama Islam dan Adat Melayu Terengganu)

Extra-Curricular Activities

Dec 2010 : Certificate in Digital Image Editing (Adobe Photoshop) and Video Editing (Adobe Premier).
2007 – 2008 : Library School Prefect of SMK. Seri Nilam

Skills / Strengths

- Proficient in Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Outlook.
- Full driving license (B2 & D) and possess my own vehicle.
- Fluent in written Bahasa Malaysia and English.

Other Information

- I enjoy traveling and meeting people very much.
- Music and singing.

Expected Salary : RM1, 800.00

Reference

Ily Athirah binti Muhamad
014-527 5112
Quantity Surveyor
Worthy Builders Sdn Bhd
Lot No.43 Persiaran Bunga Tanjung 2,
Senawang Industrial Park,
70400 Seremban,
Negeri Sembilan.

Al Mukminah binti Mamat
011-3744 3750
Assistant Accountant
Inter-City MPC (M) Sdn Bhd
No 12, Jalan Anggerik Mokara 31/59,
Seksyen 31, Kota Kemuning,
40460 Shah Alam,
Selangor DarulEhsan.