

# ***NURUL AIN BINTI ABDUL RAZAK***



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## **PERSONAL INFORMATION**

❖ NRIC No : 920512-08-5338  
❖ Date of Birth : 12<sup>th</sup> May 1992  
❖ Nationality : Malaysia

## **CAREER OBJECTIVE**

Highly motivated Human Resource Management graduate with a strong academic record seeking a generalist position where I can use my knowledge and expertise in Human Resource in your organization or institution. Ability to carry out various responsibilities in functional areas such as recruitment and policy implementation and complete task within time. Willing to work extra time and on weekends if required.

## **PROFESSIONAL EXPERIENCE(S)**

### **KAMDAR BERHAD**

**Sales Assistant, Aug 2015 – Jan 2017**

- Balancing cash registers with receipts.
- Be involved in stock control and management.
- Stocking shelves with merchandise.
- Receiving and storing the delivery of large amounts of stock
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.
- Working within established guidelines, particularly with fabrics.
- Keeping up to date with special promotions and putting up displays.
- Any other duties as assigned by the supervisor.

### **PEJABAT PENGARAH TANAH DAN GALIAN NEGERI PERAK** **Internship, March 2015 – June 2015**

- Compile, copy, sort, and file records of office activities.
- Operate office machines, such as photocopiers and scanners, facsimile machines and personal computers.
- Retrieve files for personnel.
- Perform data entry.
- Restock supply closet with printing paper, ink, pens, paper clips, staplers, files and folders, and correction fluid.
- Help organize data storage room by departments and names.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Answer telephones, direct calls, and take messages.
- Involved as a secretariat in training programmes for staffs.

## EDUCATION UNIVERSITI SAINS MALAYSIA (USM)

Bachelor of Management, 2011 – 2015

- **Major** : Organizational Behaviour (HR) , **Minor** : Psychology
- JPA's sponsorship
- CGPA 3.15
- Courses :
  - Management**
    - Management
    - Microeconomics
    - Operation Management
    - Principles of Finance
    - Financial Accounting
    - Business Law
    - Macroeconomic
    - Principles of Marketing
    - Business Research Method
    - Entrepreneurship
    - Managerial Psychology
    - Organizational Behaviour
    - Management Accounting
    - International Business
  - Elective**
    - Business Communication I
    - Business Communication II
    - Business Statistics
    - Technology Management & Innovation
  - Organizational Behaviour (Major)**
    - Human Resource Management
    - Industrial Relation
    - Organizational Theory
    - International Management
    - Organizational Development
    - Managerial Psychology
  - Psychology (Minor)**
    - Basics of Psychology
    - Development Psychology
    - Abnormal Psychology
    - Social Psychology
    - Health Psychology
  - Language**
    - Bahasa Malaysia IV
    - Academic English
    - Business & Communication English
    - Mandarin I
    - Spanish I
    - Thai I
  - Others**
    - Islamic & Asian Civilisation
    - Islamic Moral & Spiritual Values
    - Batik Canting
    - Choir
    - Ethic Relation
    - Handicrafts

## KEDAH MATRICULATION COLLEGE (KMK)

Science Biology Programme, 2010 - 2011

- CGPA 3.95

## SEKOLAH MENENGAH KEBANGSAAN RAJA PEREMPUAN IPOH,

- SPM 5A 4B , 2009
- PMR 8A , 2007

## SEKOLAH KEBANGSAAN TOH INDERA WANGSA AHMAD

- UPSR 5A , 2004

## LANGUAGE PROFICIENCY

- **Bahasa Melayu** : Native Language  
: Proficient (Reading, Writing, Speaking)
- **English** : Proficient (Reading, Writing)  
Intermediate (Speaking)

**SKILLS**

- **Interpersonal Skills** : Able to get along with co-workers and accept supervision.
- **Communication** : Good written and verbal presentation skill.
- **Flexible** : Willing to try new things and interested in improving efficiency on assigned task.
- **Leadership** : Since high school to university has been trusted to hold most of the higher position in the society and programmes held
- **Hardworking** : Throughout high school, worked long hours in strenuous activities while attending school full time. Often managed to maintain above-average grades
- **Computer Skill** : Skilled with the Microsoft Office suite and SPSS software
- **Sports** : Softball, Futsal & Badminton

**CO –  
CURRICULAR  
ACTIVITIES**

- PROGRAM PERDANA PEMBANGUNAN LESTARI USM
- Secretary
- PESTA PANTUN ANTARA DESASISWA USM
- Committee Member
- TEMASYA OLAHRAGA TAHUNAN (TOT) DESASISWA USM
- Executive Committee
- MAJLIS PENGHUNI DESASISWA BAKTI PERMAI USM
- Assistant Treasure
- DEBAT PIALA NAIB CANSELOR USM
- Vice President
- MAJLIS TILAWAH AL-QURAN USM
- Executive Committee
- SUKAN ANTARA DESASISWA (SUKAD) USM
- Participant
- PESTA BOLA JARING USM
- Committee Member
- PROGRAM ANJAKAN PARADIGMA KOLEJ MATRIKULASI KEDAH
- Facilitator

**PROGRAMMES  
ATTENDED**

- Program Perdana Pembangunan Lestari 2012, Kampung Mela, Pahang
- Pogram Bottom Billion 2013, USM
- Program Rakan Muda Extreme Sports, USM
- Program Bayu Peace Project, USM
- Karnival Keusahawanan Persatuan Pelajar, USM
- Debat Persahabatan USM-UUM
- Festival Saujana, USM
- Program Aprisiasi Siswa Merdeka, USM
- Program Aman Kampus, USM
- Karnival Program kelestarian Permuafakatan Jalinan SKK-IPTA Zon Utara, USM
- Kem Kepimpinan Majlis Penghuni Desasiswa, Taman Negara Pulau Pinang
- Kem Pimpin Siswa 2011, Lata Perangin, Perak
- English Camp 2012, Batu Feringgi, Pulau Pinang

**REFERENCE** DR MOHD ANUAR ARSHAD

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