

NADHIRAH BINTI MANAP

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CAREER OBJECTIVE

I am fresh graduated currently looking for an opportunity to utilize my strengths to build my career that would help me in achieving practical excellence in the technical domain, exceptional hardworking nature along with good communication skills to explore the requirements and come up with innovative solutions.

EDUCATIONAL BACKGROUND

- 1) **Universiti Sultan Zainal Abidin, Terengganu (2013-2016)**
Bachelor Business Administration (Islamic Finance) with Honours
CGPA : 3.44
- 2) **Johor Matriculation College, Johor (2012-2013)**
Certificate of Accountancy
CGPA : 3.68
- 3) **Sekolah Menengah Impian Emas, Johor (2011-2012)**
Sijil Pelajaran Malaysia (SPM)
Result : Pass

QUALIFICATIONS

- 1) Good written and communication skills (Bahasa Malaysia and English).
- 2) Proficient in Microsoft Office (Word, Power Point and Excel).
- 3) Attended various seminars and knowledgeable training for students.

WORK EXPERIENCES

- 1) **Tiong Nam Logistics Solutions Sdn Bhd, Johor. (Oct 2016-Dec 2016)**
Billing Assistant
Issue invoices to customers, issue monthly customer statements, update customer files with issued invoices, process credit and debit memos, update the customer master file, track exceptions between the shipping log and invoice register and submit invoices to customer proceed payments.

2) Majlis Amanah Rakyat (MARA), Johor. (Jan 2016-June 2016)

Industrial Trainee

Organized all fillings tenant system, updating the application form of tenant, provides the slideshow of interview sessions, correcting the wrong tenant ledger, prepare premises plan, do rental agreement premises, prepared the task force 2016, learned about business loan application process, billing payment and cheques, check the form about all business loan, record the new loan and check the blacklist before proceed loan.

3) Guardian Pharmacy Sdn Bhd, Johor. (June 2013-Sept2013)

Sales Assistant – Awarded mystery shopper for two months

Received transactions from customers, prepared stock take at the end of month, managed stock properly, entertained customers about products and benefit voucher, ready to set up every sales, attend seminar organized by Guardian, clean up the store and forwarding the stock.

ACHIEVEMENTS

1) Volunteer Reserve Police Inspector

Award of Passing Out Parade

August 21, 2016

2) Best Group Presenter

Graduate Entrepreneur Fair 2016

September 2016

3) Assistant Director of Protocol Unit

Curricular of Volunteer Reserve Police

September 2013 –June 2016

4) Committee Member

Gunung Berembun Hiking Expedition

February 2015

5) Formal Emcee

Islamic Finance Carnival (3) 2014

November 2014

6) Participant

Flood Volunteer Squad

December 2013

REFERENCES

1) En Mohamad Bin Jaminong

Industrial Supervisor

Pegawai Pejabat MARA Daerah Johor Bahru

019 387 3788

2) Prof Madya Dr. Fakhrul Anwar Bin Zainol

Lecturer

Universiti Sultan Zainal Abidin, Terengganu.

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