



# KHAIRUNNISA BINTI ZAIDI

Lot 35, Kampung Pauh, Pengkalan Chepa, 16100 Kota Bharu, Kelantan

930514-03-5800

nisa93zaidi@yahoo.com

0111-9818540

## PERSONAL PARTICULAR

**Age** : 24 years old  
**Gender** : Female  
**Nationality** : Malaysian  
**Marital Status** : Single

## PERSONAL STRENGTHS

- Hardworking and quick learner person
- Discipline and responsible
- Self-motivate person
- Able to work independently as well as in a group

## LANGUAGES & SKILLS

### Languages:

- Malay : Excellent in writing and speaking
- English : Good in writing and speaking
- Mandarin : Basic

### Skills:

- Computer skill - All Microsoft Office
- Personal skill-Teamwork, responsibility, flexibility
- Typing skill

## EDUCATION BACKGROUNDS

- **Bachelor of Business Administration (Hons.) Human Resource Management**  
Universiti Teknologi MARA Perlis  
2015-2017  
CGPA : 3.46
- **Diploma in Office Management and Technology**  
Universiti Teknologi MARA Kuala Terengganu (Chendering)  
2011-2013  
CGPA : 3.39
- **Sijil Pelajaran Malaysia (SPM)**  
Sekolah Menengah Kebangsaan Pengkalan Chepa 1  
2010  
Grade : 7A's
- **Malaysian University English Test (MUET)**  
Grade : Band 2

## EXTRA CURRICULAR

### Involvements:

- Participated in New Business Venture Analysis Competition Vol.7 (NEBUVA)
- Participated in Seminar and Corporate Social Responsibility (CSR) program at Kangar
- Participated in HURES Symposium and Sport Fiesta 2016 at UiTM Merbok
- Member of Human Resources Society (HURES) at UiTM Perlis
- Participated in Seminar of Recruitment and Selection at UiTM Perlis
- Participated in Participant Development Program (PDP) at Pendang Lake Resort
- Visit Ministry of Human Resource (MOHR) at Kuala Lumpur
- Participated in annual general meeting, sport day and dinner event of HURES at UiTM Perlis
- Participated in Seminar of Cyber Security
- Participated in Meeting and Minutes Management Procedure Courses (ANGKASA)

### Achievements:

- Recipient of Dean's Award in Semester 4 and 5 (Bachelor)
- Recipient of Dean's Award in Semester 3,4 and 5 (Diploma)
- Excellent Achievement Awards in SPM

## WORKING EXPERIENCES

- 1) **Industrial training at Jabatan Pengairan dan Saliran Negeri Kelantan (JPS) (4 months)**
  - At the corporate department
  - Manage letter receive, make motorcycle claim, filing
- 2) **Promoter at the Pantai Timur Hypermarket (1 year)**
  - Approach customers actively and increase the sales
- 3) **Assistant at Tadika Cahayaku (2 month)**
  - Observe and monitor kid's activities, prepare food

## REFERENCES

- 1) **Dr Shamshul Anaz Bin Kassim**  
Senior Lecturer  
Faculty of Business Management, UiTM Arau, Perlis  
019-5466856
- 2) **Nik Azlina Bt Nik Abdullah**  
Lecturer  
Faculty of Business Management, UiTM Arau, Perlis  
019-4493279