

NABILAH BT ROSLAN

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No27, Persiaran 5/6,
Bandar Putra Bertam,
13200, Kepala Batas,
Pulau Pinang.



PERSONAL PROFILE

DATE OF BIRTH : 5 JANUARY 1992
AGE : 25
I/C NUMBER : 920105-11-5878
MARITAL STATUS : SINGLE
RELIGION : ISLAM
RESIDENT RACE : MALAY
NATIONALITY : MALAYSIAN
HEALTH : EXCELLENT
DRIVING LICENSE : B2, D
LANGUAGE : MALAY, ENGLISH

KEY SKILLS

- Fast learner and teamwork.
- Ability to work under pressure, time-sensitive and fast-paced environments.
- Friendly, independent, discipline, responsible, open minded and good in communication with all level.
- Multitasking capabilities
- Highly proficient in using Microsoft Office (Word, Power Point, Excel)
- Willing to work overtime.

LANGUAGE PROFICIENCY

Languages	Proficiency (0=Poor, 10=Excellent)	
	Spoken	Written
Malay	10	10
English	8	8

EDUCATIONAL BACKGROUND

Year	Course of Study	School/University	Achievement
2011-2014	Bachelor of Business Administration (Insurance)	UiTM Bandaraya Melaka, Melaka	CURRENT CGPA: 2.95
2010-2011	Matriculation (Accounting)	Kolej Mara Kuala Nerang, Kedah	CGPA: 3.41
2007-2009	Accounting	SMKA (P) Almashoor, Pulau Pinang	SPM: Distinction in Bahasa Malaysia and English

Malaysia University English Test (MUET) : Band 2

EDUCATIONAL HIGHLIGHT

- Liability Insurance
- Property Insurance RiskAssesment and Claims
- Precuinary Insurance Underwriting and Claims
- Motor Insurance Underwriting and Claims
- Risk Management
- Reinsurance
- Marine Insurance Underwriting and Claims
- Risk and Insurance
- Contract Law and Insurance
- Life and Health Insurance
- Managerial Economic
- Marketing
- Operation Management
- Management Account
- Finance
- Strategic Management
- Human Resource Management
- Strategic Management

WORK PREFERENCE

Willing to Travel	High
Willing to Relocate	Yes
Willing to Work for Long Hours	Yes
Availability	As soon as possible
Expected Salary	RM 2500 (negotiable)

WORKING EXPERIENCE

Mattel (M) Sdn Bhd

Finance Executive (6 Month SL1M Programmed)- Since April 2017-Present

Tasks completed:

- Assist in office administration
- Data entry in AS400 accounting systems
- Fill in the invoices data
- Filling the invoices accordingly

Pruwinner Premier Agency (Prudential Agency)

Personal Assitant (Since February 2015-December 2016)

Tasks completed:

- Provide administrative support to the insurance agent on a day-to-day basis
- Receiving phone calls and walk-ins from clients
- Processing customer service requests
- Building and maintaining the commission database
- Completing insurance applications and managing customer files
- Take requests throughout the workday and follow directions very closely with minimal supervision

Universiti Sains Malaysia

Research & Admin Officer (Since September 2014-January 2015)

Tasks completed:

- Assist with preparation of the budget
- Ensure data is entered into the system
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Prepare income statements
- Prepare balance sheets
- Assist with the annual audit
- Maintain financial files and records
- Manage distribution of utilities bills and collections of accounts
- Analysing survey data
- Writing/editing draft questionnaires and reports

Penang Port Sdn. Bhd.

Intern Student, Corporate Governance Unit (Since March 2014-June 2014)

Tasks completed:

- Updating the Enterprise Risk Management (ERM) System
- Do the inspection for cargo damage at North Butterworth Container Terminal (NBCT)
- Attend the ISO audit meeting at NBCT port, Butterworth. Going to do ISO audit at Human Resource, OSHE and Legal Property Unit.
- Checking and editing the management review meeting's slide and report
- Attend the site visit to NBCT, Bagan Dalam Dockyard and Prai Bulk Terminal, Bagan Dalam Slipway and Prai wharf.
- Checking and arrange Quality Assurance Procedure Manual fail

SELECTED CO-CURRICULAR ACTIVITIES AND INVOLVEMENTS

UNIVERSITI TEKNOLOGI MARA (KAMPUS BANDARAYA MELAKA)			
NO.	ACTIVITIES/CLUB	POSITION	LEVEL
1.	Corporate Service Responsibility	Participant	University
2.	Innovation Project for Entrepreneurship	Participant	University
3.	Sukan Antara Program	Participant	University
4.	Malam Aspirasi Budaya	Participant	University
5.	ISS Annual Grand Meeting and Dinner	Participant	University

REFEREES

Name : Cik Nurul Aini Bt Mohd Radzi
Position : Lecturer at Business Management (Insurance)
Company : UiTM Bandaraya Melaka
Tel No. : 019-4986954
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