

NABILAH SHAFIQAH BINTI NASIR

013-4219002

nabilahshafiqah94@gmail.com

No 90, Jalan Setia 3, Taman Setia,
06700 Pendang, Kedah Darul Aman



PERSONAL INFORMATION

FULL NAME : Nabilah Shafiqah binti Nasir
GENDER : Female DATE OF BIRTH : 18th October 1994
NATIONALITY : Malaysia PLACE OF BIRTH : Pusat Pakar
ADDRESS : No 90, Jln Setia 3, Taman Setia, Utara
06700 Pendang,
Kedah.
MARITAL STATUS : Single

SKILLS

LANGUAGES	SPOKEN	WRITTEN
• Malay	Good	Good
• English	Fair	Fair
• Arabic	Basic	Basic

COMPUTER : MS Word, MS Powerpoint, MS Excel

ADDITIONAL INFORMATION

- Any position that suits with my qualification and experience will guide me more to expose and develop highly skills in the field of Islamic finance.
- Looking for opportunities to gain experience in the field of business.

EDUCATION

UNIVERSITI KUALA LUMPUR (BUSINESS SCHOOL)

- 2013 – 2016
- Bachelor of Business Administration (HONS) in Islamic Finance
- CGPA : 3.12/4.00
- Graduated on October 2016

KEDAH MATRICULATION COLLEGE

- 2012 – 2013
- Accountancy
- CGPA : 3.08/4.00
- Graduated on May 2013

SEKOLAH MENENGAH KEBANGSAAN TUNKU TEMENGGUNG

- 2007 – 2011
- Sijil Pelajaran Malaysia
- 5A's, 2B's, 2C's, 1D's

EMPLOYMENT EXPERIENCE

AL FARUQ ACADEMY

- Industrial Training
- Finance, Management, Operational
- Marketing process, preparing of invoice and quotation, write an appointment letter, typing letters and reports, filing, printing, perform general works as assigned
- June 2016 – September 2016

STEADSYS SDN. BHD

- Employee
- Administration and receptionist
- Filing, printing, dealing with banks and people, answering of incoming calls and other related duties as required, fill different types of form, updating company's information, sending out and receiving mails, photocopying and scanning documents
- November 2016 – January 2017

TASKA TOK MAMA DAY CARE

- Employee
- Assistant at Taska Tok Mama Day Care and Tadika Tahfiz Teratak Al-Hidayah
- Teach Iqra', take care children from age 5 month until 10 years old
- February 2017

GARSON PRODUCTS SDN. BHD

- Employee
- General clerk
- Preparing invoice(Autocount), filing, sending out and receiving mails, provide general administrative and clerical, gathering information by phone, letter, email or in person, supporting the reception desk, booking lorry for pick-up and request DO, liaison with transportation and courier service, dealing with people, making and print the label of price tag, record the purchase order(PO) in the book, check the invoice and delivery order(DO), photocopying and scanning documents
- Mac 2017 – January 2018

REFERENCES

Syafiq Aizat bin Mahamad Fuad

Professional Learning Facilitator

Lot 2.1, Bazar MARA Kerpan,

06150 Ayer Hitam, Kedah.

Tel : 017 5925439

Kong Tze Fong

HR Department & Supervisor

No 254, Lorong Perak 12,

Kawasan Perusahaan Mergong 2,

05150 Alor Setar, Kedah.

Tel : 04 7302382