

RESUME



NURUL AMIRAH BINTI YUSOF
No 197, Darulaman Height
Bandar Darulaman
06000 Jitra, Kedah
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PERSONAL PARTICULARS

Date of birth : 9 February 1995
Gender : Female
Marital status : Single
Nationality : Malaysian

EDUCATION

June 2013 – Apr 2016: Ungku Omar Polytechnic, Ipoh, Perak
: Diploma in Accountancy (DAT)
: CGPA : 3.12

2008 – 2012 :SMK Agama Arau, Perlis
:Obtained distinctions in Science, Account and Economic

WORK EXPERIENCE

Dec 2014 – Apr 2015 : Industrial Training at Employees Provident Fund (EPF), Kedah

Exposure gained :

- Handling the daily operational works
- Keying-in data of customer information
- Preparing cheques to customer

SKILLS / STRENGTHS

- Good in communication skills
- Computer literate – Microsoft Word, Microsoft Excel and UBS Computerised System
- Able to work independently; hardworking and a good team player

EXTRA – CURRICULAR ACTIVITIES

Ungku Omar Polytechnic, Ipoh : Member of Accounting Club
Member of 'Persatuan Siswa Siswi Islam'
Participated in 'Entrepreneurship Programme'

OTHER INFORMATION

- | | | |
|-------------------|--------------------|---------------------------------------|
| ▪ Language | 1) Bahasa Malaysia | : Excellent in both oral and written |
| | 2) English | : Moderate in both spoken and written |
| | 3) Arabic | : Good in both spoken and written |
| ▪ Interests | | : Reading |
| ▪ Driving License | | : B2, D |
| ▪ Expected Salary | | : RM 1400 – RM 2000 (Negotiable) |

OTHER INFORMATION

Encik Md. Fauzi Bin Ismail
Lecturer
Commerce Department
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Puan Makeswari A/P Arumugam
Chief
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Employees Provident Fund (EPF)
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