

Nurul Atiqah Binti Hassan
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Benut, Pontian, Johor
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16th February 2017

Manager
Human Resources Division,

Dear Sir/Madam,

APPLICATION INDUSTRIAL INTERNSHIP

The above matter refers. I am writing this letter to apply for the industrial internship on 10th September 2017 until 11th January 2018 and I have an intention to continue working in your company after finish my internship. I knew about this company from the internet and other sources.

For your information, I have experience in working before and being a leader in University club namely Logtrans (Logistics and Transport) Club UUM. I also experience in managing a few big events. I have followed the development of your company for a few month until your success today. My ability to speak in English a bit fluently could help me to discharge my duties better. I am a fast learner and a good team player. Besides, my objective in carrier is to build my skills in high level performance and proactive in a big company as your company.

The attached resume of mine will provide you more information about my work experience. I'll be glad to attend an interview to furnish with more details. I can be reached via e-mail n.atiqahhassan@gmail.com or nurul_atiqah@stml.uum.edu.my and by call at +6017-7067979.

Thank you for your time and consideration.

Yours sincerely,

atiqah

Nurul Atiqah Binti Hassan



NURUL ATIQA H BINTI HASSAN

No 131 Lorong Aman 4 Taman Sri Mahkota
82200 Benut, Pontian, Johor

Email: n.atiqahhassan@gmail.com
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PERSONAL PARTICULARS

Age: 23 years
Nationality: Malaysia
Marital Status: Single
Religion: Islam
Phone Number: +6017-7067979

Date of Birth: 19 January 1994
Gender: Female
IC No.: 940119-01-6676
Current CGPA: 3.27
Driving License: B2 D

QUALIFICATION SUMMARY/PROFESSIONAL PROFILE

Northern University of Malaysia

- Bachelor of Business Administration (Logistic and Transportation) (Hons)
- Dean List (Semester 1, 2014)
- Vice President of Logtrans (Logistic and Transportation) Club UUM 2015/16
- Vice President of Hal Ehwal Wanita (HELWA) Islamic Centre UUM 2015/16
- Exco Spiritual of Archery Club UUM

Sijil Tinggi Peperiksaan Malaysia (Pre-University)

- Graduated as a Best Pre-University Students (CGPA: 3.58) 2012/13
- Band 2 In Malaysian University English Test (MUET)
- Secretary Librarian in Pre-University 2012/2013

Sijil Pelajaran Malaysia (SPM)

- 1A+, 1A-, 3B+, 1B, 2D, 1E

Penilaian Menengah Rendah (PMR)

- 2A, 5B, 1C

Ujian Pencapaian Sekolah Rendah (UPSR)

- 2A, 3B

Dar Zahra Tarim, Yemen

LANGUAGE PROFICIENCY

Language	Spoken	Written
Bahasa Malaysia	10	10
English	9	9

(Proficiency: 0=Poor - 10=Excellent)

Activity/Experience	Level
Certified Customs Agent under Royal Malaysian Customs Department	Malaysia
Delegates of 4th Asean Future Leaders Summit (AFLES 2016)	ASEAN
Secretariat of Summer School Programme UUM-UNIKAMA	University
Director of Diari Muslimah (HELWA Islamic Centre Club UUM)	University
Secretariat International Summer Programme	University
Certified as Aerobics Instructor under Ministry of Youth and Sports	Malaysia
Research Assistant in Universiti Utara Malaysia	University
Champion Debating Competition on Logistics and Transportation 2016	University
Project Director of STML Open Day 2016 (Logtrans Club UUM)	College
Project Director of Jom Sunah Memanah 2015 (HELWA Islamic Centre Club UUM)	University
Malay Debater in Open Debate Vice Chancellor Cup 2014	University
Bureau Protocol of Maritime Supply Chain Hinterland Connections of Seaports in Malaysia"	University
Bureau Logistic and Technical of Mahasiswa Harapan Ummah	University
Bureau Logistic of The Amazing Islamic Race	University
Bureau Activity of Minggu Kaunseling dan Psikologi	Club
Committee Member Fact Fardhu Ain Competency Test	University
Committee Member Fact Hafazan	University
First Step of Ucapan	University
Kindergarten Teacher	Mount Safa International School

SUMMARY OF SKILLS

- Good communication skills.
- Competency in use Microsoft Office 2007 (Microsoft Word, Excel & Power Point)
- Willing to learn something new.
- Good interpersonal and team player.
- Hardworking, highly motivated and committed.
- Confident, cheerful and open minded.
- Good sense of responsibility & commitment.
- Willing to take a risk for be a better person.
- Likes to give new ideas to achieve organizational goals.
- Able to be a leader in developing the potential.

REFERENCES

- Dr Suhaila Binti Abdul Hanan
Program Coordinator of Logistics and Transportation
Tel: +604-9287019/7052
- En. Nizamuddin Bin Dato' Zainuddin
Supervisor for Final Year Project (Transportation Management Seminar)
Tel: +6019-5589476