



CONTACT INFO

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Mukim Tajar
06500 Alor Star,
Kedah Darul Aman.

SKILLS

COMMUNICATION SKILLS

- [illegible]

COMPUTER SKILLS

- Microsoft word >>>>>>>>>>>>>>>>
- Microsoft excel >>>>>>>>>>>>>>>>
- Microsoft powerpoint >>>>>>>>>>>>>>>>
- Adobe Photoshop >>>>:
- Adobe Macromedia >>>>:

REFERENCES

- Mohd Nizam Yunus 019-2777896
- Ahmad Azman 0192526481
- Norulhadlyza Abd Rahim
0123356215

EDUCATION

2017 **UITM PUNCAK PERDANA**

- Bachelor of Information Science (Hons) Records Management
- **Cgpa:** 3.40

2013 UITM MERBOK

- Diploma of Information Management
- **Cgpa:** 2.67

2016 - 2017

Dean list 2016

Dean list 2017

WORK EXPERIENCE

2017 - 2018

Pembantu Tadbir

**(Perkeranian/operasi) Casemix
gred N19 (Pekerja sambilan harian)**

- Entering data patient
- Check data patient

2016

**Industrial training (Medical Record
department, Hospital Sultanah
Bahiyah, Kedah)**

- Manage application of medical report
- Trace record file
- Entering data into system
- 1 August - 29 December 2016

EXTRACURRICULAR ACTIVITIES

- Trip to Publisher at Kuala Terengganu (2015)
- Join event of Alpha reading
- National Kesatria (2013)
- Sijil penyertaan program motivasi dan kecermelangan pelajar peringkat Zon Kedah tengah