

# NUR NASUHA BINTI ABD RAHMAN

*Bachelor in Office System Management (Hons.)*

**Permanent Address:**

345, Taman Seri Marina Fasa 1  
Jalan Kuala Kedah  
06600 Kuala Kedah  
**KEDAH DARUL AMAN**

**Contact**

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## PERSONAL INFORMATION

<b>IC Num.</b>	: 941203-02-5860	<b>Age</b>	: 23
<b>Health</b>	: Excellent	<b>Gender</b>	: Female
<b>Nationality</b>	: Malaysian	<b>Availability</b>	: Immediately
<b>Expected Salary</b>	: RM 2200 (Negotiable)		

## CAREER OBJECTIVE

My objectives is to learn and become an expert in whatever field I'm working, and will ensure that whatever my goals is, it will be aligned with the organization's goal. Also, I intend to cope myself with valuable skills and knowledge and to keep improving for the better. I believe that nothing is impossible and hard, it is on us to work it all out to make it happens.

## EDUCATIONAL BACKGROUND

<b>March 2015 - January 2017</b>	MARA University of Technology , Kelantan Programme : Bachelor in Office System Management (Hons) CGPA : 3.65
<b>May 2012 - November 2014</b>	Kolej Poly-Tech MARA, Kedah Programme : Diploma in Office Management and Technology CGPA : 3.32
<b>October 2011</b>	SMK Tun Sharifah Rodziah, Kedah Certificate : Sijil Pelajaran Malaysia Grade : 4A- 1B+

## TECHNICAL SKILLS

Programming Language	HTML
Microsoft Application	Microsoft Office Application (Word, Excel, Power Point, Publisher, Outlook, Project, etc)
Graphic Application	Windows Movie Maker, Picasa

### ACHIEVEMENTS / AWARDS

2014 - 2015 : Awarded Dean Awards for semester **4 and 5** (Diploma)  
2016 - 2017 : Awarded Dean Awards for semester **3, 4 and 5** (Degree)

### WORK EXPERIENCES

September 2016 - : Pejabat Setiausaha Kerajaan Negeri Kedah (Internship)  
December 2016

### PERSONAL SKILLS

- Excellent in both written and spoken in Bahasa Malaysia
- Good in both written and spoken in English
- Proficient in Microsoft Office Application
- Interpersonal communication skills
- Good administration and customer service skills
- Able to work in team and work independently with commitment
- Willing to learn
- Able to handle criticism
- A fast learner
- Able to work under pressure and tight schedule

### EXTRACURRICULAR / PROJECT ACTIVITIES

SUBJECT	DESCRIPTION
Human Resources Development	Stay Fit and Groom Well with UiTM Position: Secretary/Trainer
Event Management	Foster Kids Serve the Folks in Bedong Position: Secretary
Advanced End User	LASABELA to Johor with UiTM Position: Secretary

### REFERENCES

Mrs. Wan Masnieza Wan Mustapha  
Lecturer  
Office Systems Management ( BM232 )  
Business Management Faculty  
MARA University of Technology, Machang  
014-5086647

Mr. Shukran b. Saad  
Lecturer  
Office Mgt and Technology (BM118)  
Poly-Tech MARA College  
012-5763220