

# NURUL SALIKIN BINTI MD RAZIN

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## Education

- 2012- 2016**      **Bachelor of Muamalat Administration (with Hons.)**  
*Universiti Sains Islam Malaysia - Nilai*  
CGPA: 3.57
- 2012**      **Foundation of Accounting and Muamalat Program**  
*Universiti Sains Islam Malaysia – Nilai*  
CGPA: 3.17
- Malaysian University English Test (MUET)**  
*Universiti Sains Islam Malaysia – Nilai*  
Result: Band 3
- 2006 – 2010**      **Sijil Pelajaran Malaysia (SPM)**  
*Sekolah Menengah Kebangsaan (A) Melor*  
Result: 6As 4Bs

## Activities and Awards

- 2015**
- Committee of Charity Program ‘Kursus Pengurusan Jenazah’ collaborates with Darul Jenazah Malaysia.
  - Committee of Halaqah Akustika collaborates with Islamic Relief Malaysia.
  - Committee of Islamic Convention of Entrepreneurship 11.
  - Secretary of Public Relation Unit for Islamic Convention of Entrepreneurship 11.
  - Committee and participant of Student’s Mobility Tour Program by Universitas Serang Raya, Indonesia.
  - Dean’s Awards for 1<sup>st</sup> semester (2015/2016).
- 2014**
- Participated in PNB 1Malaysia Investment Quiz 2014 Competition.
  - International and Academic Visit to Universitas Negeri Medan, Indonesia.
- 2013**
- Dean’s Award for 1<sup>st</sup> semester (2013/2014)
- 2012**
- Dean’s Award for both semesters (2012/2013).
- 2010**
- London Chamber of Commerce and Industry International Qualification, LCCI (Level 2).

# Work Experience

2016

## Internship

*University Malaysia Kelantan (UMK) – Jeli, Kelantan.*

Being placed in the Financial Unit for five months, assisting the team in issuing invoice for the semester registration, closed daily cash account, reviewed Bank statement in preparing document for refund process, assist in extract and compute cash flow for monthly report and do documentation.

# Skills

## Language

- Malay  100%
- English  80%
- Arabic  50%

## Computer skills

- Microsoft Office  80%
- Microsoft Excel  50%

# References

## Name

En. Mohd Kamal Rool bin Ismail

## Position

Vice Treasurer

## Address

Financial Unit, Universiti Malaysia Kelantan Kampus Jeli, Beg Berkunci No.100, 17600 Jeli, Kelantan.

## Contact no

099477017

## Email

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## Name

Dr Mohd Faisol Bin Ibrahim

## Position

Senior Lecturer

## Address

Universiti Sains Islam Malaysia, 71800 Bandar Baru Nilai, Negeri Sembilan

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