

## RESUME



### PERSONAL DETAIL

**Nama** : Nur Atikah Binti Mohd Tajuddin  
**Permanent Address** : No 25, Jalan Pulai Perdana 9/3, Taman Sri Pulai Perdana, 81300, Skudai, Johor.  
**Tel No** : 011-10610734 **Email** : [atikahtajuddin96@yahoo.com.my](mailto:atikahtajuddin96@yahoo.com.my)  
**Date of Birthday** : 02 October 1996 **IC Number** : 961002 – 23 – 5034  
**Gender** : Female **Marital Status** : Single  
**Religion** : Islam **Race** : Malay  
**License** : B2 & D

### EDUCATIONAL BACKGROUND

**Level** : Diploma  
**Institute** : Kolej Universiti Teknologi Islam (UNITI)  
**Year** : 2014 – 2016 **Course** : Muamalat Administration  
**Graduation Date** : LAST SEMESTER (5) December 2016 **Result** : 3.08 CGPA (incomplete)

**Level** : Sijil Pelajaran Malaysia (SPM)  
**Institute** : Sekolah Menengah Kebangsaan Tunku Abdul Rahman Putra, Kulai, Johor.  
**Year** : 2009 – 2013 **Course** : Account  
**Graduation Date** : 2013 **Result** : 1B, 3C+, 1C, 2D, 2E

### SKILL AND COMPETENCY

**Computer Skill** : MS Office (M.Word , M.Excel ,M.Power Point)

Language Proficiency	Speaking	Writing	Reading	Listening
Malay	Excellent	Excellent	Excellent	Excellent
English	Intermediate	Intermediate	Intermediate	Intermediate

### PERSONAL CHARACTERITICS

- A very meticulous, hardworking, energetic, creative and friendly person.
- Versatility, adaptability and willingness to tackle new responsibilities.
- Able to withstand pressure, ability to follow instructors clearly.
- Excellent in team work play role.

### WORK EXPERIENCE

BIL	Company Name	Position Title	Period of Training	Place
1.	PERKESO	Practical	Jan 2017 – April 2017	Wisma PERKESO, Johor Bahru
2.	PETRON	Cashier	May 2016 – JULY 2016	SRI PULAI, SKUDAI JOHOR
3.	MASLEE	Cashier	Nov 2015 – Dec 2015	TERATAI, SKUDAI JOHOR
4.	AEON	Cashier	April 2014 – JUN 2014	TAMAN UNIVERSITI, SKUDAI, JOHOR

### REFERENCE

1. KOLEJ UNIVERSITI TEKNOLOGI ISLAM (**UNITI**)  
KOMPLEKS UNITI, 71250,  
PASIR PANJANG, PORT DICKSON,  
NEGERI SEMBILAN  
**TEL : 06-6610518/06-6610520**  
**EMAIL : [info@uniti.edu.my](mailto:info@uniti.edu.my)**
2. SITI KHADIJAH BINTI ZULKIFLI  
PENSYARAH & PENYELARAS LATIHAN INDUSTRI  
**TEL : 013-4172949**