

NOOR ASMIDA BINTI ABD GHANI

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**PERSONAL PARTICULAR**

Age : 25	Nationality : Malaysian
Gender: Female	Marital Status : Single
Race : Malay	Religion : Islam
Ic. No. : 920329-02-5652	Place of Birth : Hospital Sungai Petani, Kedah

Postal Address: No. 33 Kampung Ulu Melaka,
Mukim Ulu Melaka,
07000 Langkawi, Kedah Darul Aman.

EDUCATION

2013 – 2016	Universiti Teknologi Merbok, Kedah. (UITM)	Bachelor's Degree of Finance CGPA: 2.82
2010 – 2013	Universiti Teknologi Mara Merbok, Kedah. (UITM)	Diploma in Business Study CGPA: 3.03
2005 – 2009	SMK Tunku Putra (SMKTP)	Malaysian Education Certificate (SPM) Result: 2A 5B 3C

INTERNSHIP HISTORY

2 August 2015 – 19 November 2015

Taliworks (Langkawi) Sdn Bhd**Responsibilities****Position Title (Level)**

Internship Trainee (Fresh/Entry Level).

Industry: Finance Department

- Key in Invoices and Photocopy Invoices to HQ
- Update tender from suppliers
- Failing Purchase Requisition & Purchase Order

Telekom Malaysia Berhad

12 October 2016-14 April 2017

Position Title (Level)

SL1M Trainee

Industry: Global Wholesale

- Update Volume Commitment Tracking
- Update Volume Commitment Analysis
- Update Volume Commitment Proposal

SKILLS

Computer skills: Microsoft Word, Windows PowerPoint, & Excel

Able to speak in Malay and English

Interested in numbering or calculation

Highly adaptable and competent problem solver

EXTRA CURRICULAR ACTIVITIES

UITM: Participant in Strengthening Academic Workshop, Participant in Soft Skills Workshop & Member of food and souvenirs in Islamic Leadership Program

REFERENCES

Haslinda bt Kamarudin

HR & Admin Executive

Taliworks (Langkawi) Sdn Bhd

HP: 012- 5963696

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Syukriah binti Ali

Lecturer of Administration

Uitm Merbok Kedah

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