



NURLIYANA BINTI MOHAMAD RAZALI

Mailing Address

Address: TBP 6751, Jalan Bagan Tambang, Teluk Air Tawar, 13050 Butterworth, Pulau Pinang.

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Personal Particulars

Age : 23

Date of birth: 10 September 1992

Nationality : Malaysian

Gender : Female

Marital Status : Single

I/C No. : 920910-07-5194

Educational Background

Highest Education

1. **Level** : Bachelor Hons. (2013-2015)
UiTMMerbok, Kedah
Field of Study : Business (International Business)
2. **Level** : Diploma (2009-2012)
UiTMJengka, Pahang
Field of Study : Office Management and Technology
3. **Level** : SPM (2005-2009)
Field of study : Science Stream

CGPA: 2.96

CGPA: 3.50

2A 3B 4C

Achievement

Malaysian University English Test (MUET):

- Band 3

Diploma in Office Management and Technology:

- Dean's Award September 2011 Examination
- Dean's Award for March 2012 Examination

Language Proficiency

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|-----------------|-----------------------------------|
| Language | |
| English | Good in writing and speaking |
| Bahasa Malaysia | Excellent in writing and speaking |
| Mandarin | Basic |
| Thai | Basic |

Activities

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| UiTM | |
| 2013 - 2015 | <ul style="list-style-type: none">- Volunteer for Program Lawatan Muhibbah Mahasiswa Indonesia- Transportation committee for Academic Visit Penang Port Sdn. Bhd.- Treasurer for Exploring The Historical City of Ho Chi Minh Program- Protocol and Division Affairs committee for Talk about Political Economy Influence into Business Transaction- Involve in Leadership and Management Program |
| 2009 – 2014 | <ul style="list-style-type: none">- Involve in “Program Pemantapan Academic”- Join in the “Kursus Asas Penyembelihan”- Took part in the “Make Over Your Live Program” |

Working Experience

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| (2009) | <ul style="list-style-type: none">- Sales Promoter at Pasific Megamall for about 3 months after SPM. |
| (2010) | <ul style="list-style-type: none">- Sales Promoter Parkson Sunway Carnival for 3 month during Diploma semester break. |
| (2013) | <ul style="list-style-type: none">- Doing sales marketing at Vitacare for Salphy Pharmacy about a month during Degree semester break. |
| (2015) | <ul style="list-style-type: none">- Sales promoter at Sunway Carnival for a month during Degree semester break. |
| (2016) | <ul style="list-style-type: none">- Sales promoter as Parkson Sunway Carnival for 2 month after finished final examination- Joining Community Service at Spring Learning Center for about 2 months. |

Character

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| | <ul style="list-style-type: none">• Team Player, honest, trustworthy and happy go lucky.• Prefer to work in a fairly organized environment, where my performance can be measured with some accuracy• Always looking forward to learn more knowledge and experience |
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Skills

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|---------------------|---|
| Advance | Microsoft Office, Microsoft Power Point |
| Intermediate | Handle An Event,Movie Maker |
| Beginner | Adobe, Photoshop, SPSS software |

References

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|--------------------|--|
| Name : | Mahazir Ismail (Dr) |
| Telephone : | 019-4113917 / 04-456 2090 |
| E-mail : | mahazir@kedah.uitm.edu.my |
| Position : | Lecturer / Deputy Rector Research and Industrial Linkages Division |
| Company : | UniversitiTeknologi MARA, Kedah |
| Name : | Munaver Ahmad bin Nazir Ahmad |
| Telephone : | 019-5112208 |
| E-mail : | munaverahmad@gmail.com |
| Position : | Managing Director |
| Company : | Salphy Pharmacy Sdn. Bhd |