

MY RESUME

NURUL SHARMILA BINTI MATALI

NO. 3332, LORONG CAHAYA AMAN 2D,
TAMAN PUTERI, 93050,
KUCHING SARAWAK

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PERSONAL PARTICULARS

AGE	:	26 YEARS	NATIONALITY	:	MALAYSIA
DATE OF BIRTHD	:	13 APRIL 1991	PERMANENT RESIDENCE	:	MALAYSIA
GENDER	:	FEMALE	RACE	:	MELAYU
IC NUMBER	:	910413-13-6268	MARITAL STATUS	:	SINGLE

CAREER OBJECTIVES

To acquire a Business-Related job opportunity in your company, capitalizing upon my knowledge, technical know-how and soft skills developed throughout my cognitive experiences.

EDUCATIONS

UNIVERSITI MALAYSIA SARAWAK, SARAWAK
MASTER OF SCIENCE
FIELD OF STUDY: HUMAN RESOURCE DEVELOPMENT
GRADE: COMPLETE (CGPA = 3.61)
GRADUATION DATE: NOVEMBER, 2017 (OFFICIALLY)

UNIVERSITI TEKNOLOGI MARA CAWANGAN SARAWAK, KOTA SAMARAHAN, SARAWAK
DEGREE IN BUSINESS MANAGEMENT (HONS)
FIELD OF STUDY: MARKETING
GRADE: COMPLETE 2ND CLASS UPPER (CGPA = 3.14)
GRADUATION DATE: DECEMBER, 2014

UNIVERSITI TEKNOLOGI MARA CAWANGAN SARAWAK, KOTA SAMARAHAN, SARAWAK
DIPLOMA IN BUSINESS MANAGEMENT
MAJOR: BANK MANAGEMENT
GRADE: COMPLETE (CGPA = 3.08)
MUET: BAND 3
GRADUATION DATE: NOVEMBER, 2012

SK SEMERAH PADI, KUCHING (2008)
SIJIL PELAJARAN MALAYSIA (SPM)
BAHASA MELAYU (2A), PENDIDIKAN ISLAM (2A),
ENGLISH (3B) MATHEMATICS (4B), PERDAGANGAN (4B),
SEJARAH (5C), CHEMISTRY (6C), ENGLISH FOR SCIENCE & TECHNOLOGY (6C),
BIOLOGY (7D), ADDITIONAL MATHEMATICS (7D),

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WORKING EXPERIENCES

PART TIME FULL TIME LECTURER (UiTM KOTA SAMARAHAN)

JUNE 2015 – OCTOBER 2015

RESPONSIBILITIES:

- Giving lectures for diploma students which I was in charge for three different subjects for different courses (Diploma in Tourism, Diploma in Accounting & Pre-Diploma for Business).
- Prepare the questions for test and quiz.
- Marking final examination answer of each subject for three different courses.
- Prepare a report for final examination result for the top management.

Reason of leaving: End of Contract

Last Salary: RM1800.00

BR SMART (BANK RAKYAT MIRI BRANCH)

SEPTEMBER 2014 – FEBRUARY 2015

RESPONSIBILITIES:

- Performing marketing activities to promote Bank Rakyat products and services which focused on Personal Financing.
- Follow up with the customer regarding application of personal financing.

Reason of leaving: Further study (UNIMAS – Msc. Human Resource Development)

Last Salary: RM800.00

INTERN TRAINEE, INTERNSHIP AT BAITULMAL SARAWAK

FEBRUARY – JUNE 2014

RESPONSIBILITIES:

- I was located at three different departments (Distribution, Accounting & Zakat Collection)
- Manage the funds application for education, health and living assistance for people in need.
- Performing accounting activities such as employee salaries, Baitulmal's renting cost, and their daily application.
- Performing duties which including improving the 5S policy being implemented in the each department.

Reason of leaving: End of contract for Internship Program (Bachelor's Degree)

Last Salary: RM200.00

SALES ASSOCIATE (AL-WAHIDA COSMETIC & HERBS)

DECEMBER 2008 – MARCH 2009

RESPONSIBILITIES:

- Performing the tasks which are communicating with customers, understand what customer wants and needs, and providing the best service to the customer.
- Update and restock the inventories.
- Handling computerized cash register system.

Reason of leaving: Further study (UiTM)

Last Salary: RM700.00

PERSONAL SKILLS

- **MARKETING SKILLS** : PROMOTING & SELLING
- **ORGANIZATION SKILLS** : TIME AND TASK MANAGEMENT
- **TEACHING SKILLS** : LECTURE AND TRAINING

ADDITIONAL SKILLS

- **COMPUTER SOFTWARE** SUCH AS MICROSOFT WORD, PUBLISHER, EXCEL AND POWERPOINT (ADVANCE)
- **SPSS** FOR QUANTITATIVE RESEARCH DATA ANALYSIS (INTERMEDIATE)
- **ADOBE PHOTOSHOP** (INTERMEDIATE)

MY RESUME

PERSONAL STRENGTH

- **EAGER AND WILLING** to add to my knowledge base and skills and **FAST LEARNER**.
- **OPEN-MINDED** I take any constructive critics well.
- **TEAM PLAYER** as well independent if needed.
- **MOTIVATED** always positive and passionate about my jobs.
- **EASY GOING** easily adapt to new environment and able to work in harmony with co-workers
- **SHARING KNOWLEDGE** so that everyone may learn from each other.
- Able to **WORK UNDER PRESSURE**
- **PUNCTUAL** great time management.

LANGUAGES

LANGUAGE	Spoken	Written	Relevant Certificates
BAHASA MALAYSIA	GOOD	GOOD	-
ENGLISH	GOOD	GOOD	-

JOB PREFERENCES

WILLING TO TRAVEL : Yes
POSSESS OWN TRANSPORT : Yes
EXPECTED SALARY : Suitable with job and level of education.

REFERENCES

NAME : MR. ABANG SULAIMAN ABANG NAIM
RELATIONSHIP : Academic Advisor (Bachelor's Final Paper)
POSITION : Pensyarah Kanan
ADDRESS : Universiti Teknologi Mara Kota Samarahan, Sarawak
CONTACT NO. : 082-677540
EMAIL : eman@sarawak.uitm.edu.my

NAME : MR. MOHAMAD FADLISHAH BIN SHAHBUDIN
RELATIONSHIP : Industrial Training Supervisor
POSITION : Manager of Human Resource
ADDRESS : Tabung Baitulmal Sarawak
CONTACT NO. : 082-682861 / 082-862863
EMAIL : admin@tbs.org.my

NAME : MISS IRDAWATY HJ. JAYA
RELATIONSHIP : Coordinator (PTFT Lecturer)
POSITION : Lecturer
ADDRESS : Universiti Teknologi Mara Kota Samarahan, Sarawak
CONTACT NO. : 082-677582
EMAIL : irdawaty@sarawak.uitm.edu.my