

**NUR SYAZWANA BINTI KAMARUDDIN**

(Address) No.21, Jalan Bemban Raya 5, Taman Bemban Raya, 31000 Batu Gajah, Perak.

(Mobile) 0132239308

(E-mail) nursyazwana.kamaruddin@gmail.com

Education

**Degree in Financial Mathematics, 2012-2016, Universiti Sains Islam Malaysia (USIM), Nilai, Negeri Sembilan.**

CGPA: 3.58

Among subjects taken:

- Financial Accounting
- Investment and Portfolio Analysis
- Financial Management
- Corporate Finance

**Tamhidi of Science and Technology (Foundation), 2011-2012, Universiti Sains Islam Malaysia (USIM), Nilai, Negeri Sembilan.**

- Taken science stream.

Training

**Skim Latihan 1Malaysia – Industri Bekalan Elektrik (SL1M – IBE) Tenaga Nasional Berhad (TNB), Dec 2016, Tenaga Nasional Berhad(TNB), Jalan Bangsar, Kuala Lumpur.**

- 7-month on-the-job-training program that aimed to further improve the skills and knowledge of the graduates about the job environment in office.

**Skim Latihan 1Malaysia – Industri Bekalan Elektrik (SL1M – IBE) Tenaga Nasional Berhad (TNB), Nov 2016, TNB Integrated Learning Solution (ILSAS), Bandar Baru Bangi, Selangor.**

- 1-month training program with comprehensive classroom training such as resume class, grooming class and excel class that aimed to further improve the employability of the graduates.

**Smart Young Investor Programme – Investment Game Challenge, May 2015, Bursa Malaysia Berhad, Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur.**

- Practical approach to educate university students on the investment opportunities in capital market.

Working Experience

**Practical Trainee (Financial Department), Feb – Jun 2016, Tenaga Nasional Berhad (TNB), Batu Gajah, Perak.**

- Prepared and calculated monthly mileage, performed petty cash payments and petty cash recoupment.
- Coordinated financial activities of workers in a branch.

- Refunded deposit to customers, balanced bank statement and collection of electricity bills payments per day.
- Interact with customers to provide information in response to inquiries about electricity bills and TNB services and to handle and resolve complaints.

#### Activities and Involvement

- Bureau of Financial Mathematics Seminar 2015 (FIMACS), Oct 2015.
- Bureau of Activity of Global Islamic Student Outreach (GISO) to Melbourne, Australia, Aug 2015.
- Volunteer, Community Services at Zoo Negara, Mar 2015.
- Secretary of Financial Mathematics Student Society, 2015.
- Participant of Series of Talk by Takaful Association and Dual Agency System – The Pros and Cons, Nov 2014.
- Committee of Sekretariat Pendakwah Muda Malaysia (SPMM), 2014.
- Student volunteer, Makeweekend at Negeri Sembilan, Apr 2013.

#### Achievements

- Dean list award recipient (achieved more than 3.60 CGPA), Financial Mathematics Department, semester 3 - 5.
- University representative, participant in Smart Young Investor Programme Investment Game Challenge, May 2015.

#### Skills

<b>IT Proficiency</b>	Microsoft Office Application, Visual Basic Application Programming (VBA), Eviews, Mathematica, Minitab
<b>Speaking Proficiency</b>	Bahasa Malaysia (excellent), English (intermediate), Arabic (basic), Japanese (basic)
<b>Writing Proficiency</b>	Bahasa Malaysia (excellent), English (intermediate), Arabic (basic), Japanese (basic)

#### Additional Information

<b>Driving License Possess</b>	D
<b>Willingness to Travel</b>	Yes
<b>Expected Salary</b>	RM2, 200 – RM2, 700

#### References

Puan Malkit Kaur A/P Joginder Sigh Chief of Clerk Tenaga Nasional Berhad Batu Gajah (Mobile) 0135288400	Assoc. Prof. Samiappan Marappan Lecturer Faculty of Science and Technology, USIM Nilai (Mobile) 0122784781
--	---