

NURULAIN FARAHANA NATASHA BINTI MOHD NORHAKIM



OBJECTIVES

Seeking for a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.



PERSONAL INFORMATION

IC Number : 930814025014
Age : 24
Gender : Female
Nationality : Malaysian
Marital status : Single

Ability to drive : Yes
Willingness to travel : Yes
Health : Excellent
Height : 153 cm
Weight : 45 kg



013-4260784



ainfarahana148@gmail.com



NO 26, Jalan Kelana
Off JalanLanggar,
Taman Kelana,
05460 Alor Setar,
Kedah.



RELEVANT SKILLS

Computer Literacy :
Excellent in using Microsoft Office softwares, Windows Movie Maker, Internet Explorer.

Language Skills :
Bahasa Malaysia (Written and speech), English (Written and speech).

Planning/Organizing :
Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.

Dedication/dependability :
Productive worker with solid work ethic, dependable and responsible towards completion of task.



EDUCATIONAL BACKGROUND



UITM Merbok, Kedah (2014-2016)
Bachelor of Business Administrations (Hons.) Finance
CGPA : 3.89/4.00



UITM Merbok, Kedah (2011-2014)
Diploma in Banking
CGPA : 3.89/4.00



MRSM PDRM Kulim (2009-2010)
Sijil Pelajaran Malaysia (SPM)
5A 2B 3C



SMK Sultanah Asma (2006-2008)
Penilaian Menengah Rendah (PMR)
8A



ACHIEVEMENTS

- Recipient of Dean List's Award (2014-2016)
- Best Student Award for Faculty of Business Management (2014)
- Best Student Award for Diploma in Banking (2014)
- Vice Chancellor's Award (2014)
- Recipient of Dean List's Award (2011-2014)



REFEREES



EXTRA CURRICULUM ACTIVITIES

PN. NAJAH BINTI MOKHTAR

Finance Coordinator UiTM
Kedah
P.O. Box 187, 08400
Merbok, Kedah.

04-4562508

- Participant of Team Building Camp held by Perbendaharaan Negeri Kedah (2016)
- Food Committee for Conference on 'Issue in Economics, Finance and Management' (2015)
- Contestant of 1st Intercampus Financial Planning Quiz (2015)
- Participant of Program Latihan Keusahawanan Mahasiswa (2015)
- Committee Members of Community Service (2014)
- Participant of Motivational and Counselling Program (2014)
- Participant of Arabic Khat Competition (2012)
- Participant of Language Treasure Hunt (2011)
- Secretary of Environmental Club (2010)
- Ahli Suruhanjaya Pilihan Raya (2010)
- Committee Members of Cultural Club (2010)

PN. SYUKRIAH BINTI ALI

Banking Coordinator UiTM
Kedah
P.O. Box 187, 08400
Merbok, Kedah.

04-4562559

PN. AZZARINA BINTI RAMLI

Accountant's Assistant
Perbendaharaan Negeri
Kedah, Aras 3, Blok E,
Wisma Darul Aman, 05503,
Alor Setar, Kedah.

04-7744625



WORKING EXPERIENCES

Company : Jabatan Perangkaan Negeri Kedah

Duration : August 2016 - January 2017

Position : Pembantu Perangkaan E17 (S)

Job Descriptions :

- Processing Economic Census form.
- Dealing with staff in a professional and friendly manners.

Company : Perbendaharaan Negeri Kedah

Duration : Jan 2016 - May 2016

Position : Internship student

Job Descriptions :

- Learned on how to check the collected statement and daily collections of government's department.
- Answering the phone, forwarding callers to relevant staff and distribute cheque.
- Responsible to check and record on rejected EFT.
- Key in data on rejected cheque into SPEKS System.
- Checked balanced of deposit account and compared with ending balance of reconciliation statement.
- Accurate data entry of the state's assets.
- Capable of writing formal letters, manuals and tentative.
- Sorting and filing the credit card receipts of the government's department.
- Learned on the documents needed for diminishing the government's financial documents.

Company : Pacific Hypermarket

Duration : May 2014 - August 2014

Position : Cashier

Job Descriptions :

- Manage cash register operation.
- Manage credit card machine.
- Balanced account.
- Dealing with customers in a professional and friendly manners.