



**NURUL SHAHIRAH BINTI
ABDUL GHANI**

**BBA (HONS) in Business
Administrations**

(Operation Management)

PROFILE :

Age : 24 years old

Gender : Female

Marital Status : Single

Date of Birth : 26th August 1993

Nationality : Malaysian

I/C Number : 930826-06-5080

License : D

Expected Salary: RM2000



nurulshahirah09@yahoo.com



014 – 826 7294



**Lorong Iman 1, Kampung Bendang Raja,
Kubur Panjang, 06700 Pendang, Kedah.**

EDUCATION BACKGROUND :

YEAR	INSTITUTION	ACHIEVEMENT
2014-2017	Universiti Teknologi Mara, Bertam Campus, Pulau Pinang.	Bachelor of Business Administrations (HONS) in Operation Management CGPA: 3.38
2011-2014	Universiti Teknologi Mara, Machang Campus, Kelantan.	Diploma in Accounting CGPA: 3.33
2009-2010	Sekolah Menengah Kebangsaan Abu Bakar, Temerloh, Pahang.	Sijil Pelajaran Malaysia RESULT: 7A 2C

SKILLS :

LANGUAGES:

MALAY

ENGLISH

COMPUTER SKILLS:

MICROSOFT OFFICE (WORD, EXCEL AND POWER POINT)

PREZI

OTHERS:

- Equally effective working alone as well as within a team environment.
- An ability to learn new tasks and information quickly.
- Experience dealing with customers and their general enquiries; face to face and telephone inquiries.
- Ability to carry out administrative functions such as typing, mail merging, and customer inquiries.

COURSES TAKEN :

Business Courses:

- Introduction to Human Resources
- Introduction to International Business Management
- Introduction to Operation Management
- Occupational Safety, Health, Environmental Management
- Principle of Entrepreneurship
- Personal Development
- Operation Management
- Procurement
- Managerial Economics
- Production Planning and Control
- Supply Chain Logistics
- Research Methods
- Strategic Management
- Services Operations
- Strategic Issues in Operation Management
- Project Management
- Quality Management

Accounting and Finance Courses:

- Personal Financial Planning

Science Mathematic Courses:

- Quantitative Business

WORKING EXPERIENCE :

MECACOM TECHNOLOGIES SDN BHD

1st August 2016 – 18th November 2016

Internship Student

(Sales and Admin Assistant)

Responsibilities:

- Assistant in administration tasks
- Take order from customers
- Answered call
- Completed requirement of sales document
- Received and checked the stocks of inventory

REFERENCES :

1. PUAN FAIZATUL AKMAM BINTI AMIRRUDIN

Lecturer and Academic Advisor,
Business Administration Faculty UiTM Pulau Pinang,
13500 Permatang Pauh, Pulau Pinang.

Contact number: 04-5623425 / 019-2820506

e-mail: akmamamir671@ppinang.uitm.edu.my

2. HAJI MOHD. SUKOR HJ. MOHD YUSOF

Head of Business Administration Faculty
Business Administration Faculty UiTM Pulau Pinang,
13500 Permatang Pauh, Pulau Pinang.

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