

## RESUME



Name : Norsahifa Binti Daud  
Telephone Number : 0139693127  
Email Address : sahfadaud1211@yahoo.com

## PERSONAL PARTICULARS

Address : Kampung Berangan Pondok,  
16200 Tumpat,  
Kelantan.  
Identification Card : 921112-03-6152  
Born Date : 12 Nov 1992  
Born Address : Tumpat Kelantan  
Status : Single  
Citizen : Malaysia  
Nation : Malay  
Religion : Islam

## EDUCATION

2012- 2016	Universiti Malaysia Kelantan	Ijazah Sarjana Muda
PNGK	: 3. 21	
2010- 2011	Sek Men Keb Dato Biji Wangsa	STPM
PNGK	: 2.83	
2008-2009	Sek Men Keb Dato Biji Wangsa	SPM
RESULT	: 2A 4B 2D 1E	

## EXTRA-COCURRICULUM ACTIVITY

2010-2011	- Badan beruniform Kadet Remaja Sekolah	Participant
	- Ajk Koperasi	Participant
2008-2009	- Badan Beruniform Kadet Remaja Sekolah	Participant
2008-2010	- AJK Kelab Pelancongan dan Pencinta Alam	Participant
	- Pengawas Bilik Kokurikulum	

## SKILL / STRENGTHS

- Knowledge on Corporate Management Enviroment and Culture
- Proficient in Microsoft Word Power Point , Excel and Internet
- Explore in Photoshop, Adobe Flash and blogs
- Excellent in Malay ( speaking and writing)
- AVERAGE in English ( speaking and writing)

## EXPECTING SALARY

**RM 1000- RM 2,500 (Negotiable)**

## WORK EXPERIENCE

5 Feb 2016 – 2 Jun 2016

**Praktikal Pejabat Pendidikan Daerah Kota Bharu**

- **Management Officer, ‘Minit Mesyuarat’, Key In Data using Microsoft Excell**
- **Customer Service**

Disember 2009

**Noraini Baby Centre**

- **Sales Girl**

## OTHERS INFORMATION

I am independent, hardworking, able to take initiative, motivated person, and experience in leadership and team work.

I am enjoy sport and travelling. My other interests are camping and reading.

## REFERENCES

The following persons have agreed to provide any additional information regarding my qualifications and character:

Name : Encik Harris Irman bin Hj Shaipudin  
Positions : Pegawai Pejabat Pendidikan Daerah Kota Bharu  
Company/ Organisation : Pejabat Pendidikan Daerah Kota Bharu  
Email : harrisirman@yahoo.com  
Contact No. : 09-7418120

Name : Noraini bt Yaacob  
Positions : Owner  
Company/ Organisation : Noraini Baby Centre  
Email : -  
Contact No. : 0129064532