NAME: Noor Zulhijjah Binti Zulkefli

Contact Info	
Address	: No 2335, Lorong 9B/4 Taman Selasih, Kulim Kedah
Mobile No.	: 013 526 4436
Email	: noorzulhijjahzulkefli@yahoo.com

Personal Particulars			
Age	: 26	**Date of Birth**	: 14 March 1991
Nationality	: Malaysia	**Gender**	: Female
Marital Status	: Single	**IC No.**	: 910314-07-5826
Permanent Residence	: Malaysia		

Educational Background			

2012-2016

Level	: Bachelor's Degree	**Grade**	: 3.52
Major	: Information System Management		
Institute / University	: Universiti Teknologi MARA (UiTM)		
Located In	: Puncak Perdana, Shah Alam, Selangor, Malaysia		

2009-2012

Level	:	Diploma in Statistics	**Grade**		: 3.20
Institute / University	:	Universiti Teknologi MARA (UiTM)			
Located In	:	Seri Iskandar, Perak, Malaysia			

2008

Level	:	SPM	**Grade**		: BM A1, BI 5C, Pendidikan Islam 2A, Sejarah 1A, Math A1, Add Math 3B, Lukisan Kejuruteraan 6C, Physics 7D, Chemistry 6C, English for Technology 7D
Institute / University	:	SMK Guar Perahu			
Located In	:	Pulau Pinang, Malaysia			

Languages

Proficiency (0=Poor - 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	7	7

Additional Info

Computer skills:

- Microsoft Office namely PowerPoint, Outlook, Excel & Word
- Macromedia Director
- Microsoft Access
- HTML, PHP
- Dreamweaver
- SQL Command

- C++
- Adobe Photoshop
- Adobe Illustrator
- ARGIS
- Macromedia Director
- SAP HR System
- E-Leave
- HRMS

Personal Qualities: I am easygoing person with good self-confident. I possessed excellent interpersonal skills, determined, creative and good in decision making and interacting with people at all level. I am computer literate and a fast-learner person. I keen to learn new skill and able to work in long hours. I am willing to accept any challenges.

Preferred Work Style: I would like to work in an organized environment, where I can be challenged to perform and be recognized for my performance. I would like to think that I am ambitious and realistic about my chances of completing a task successfully and contribute positively in company.

Subjects Taken Before Practical:

1. Fundamental Of Entrepreneurship

2. Foundation Of Info Communication & Technology

3. Foundation Of Info. Management

4. Library Skills

5. Management Of Internet Info, Sources And Services

6. Organization Of Information

7. Arabic Language 1

8. Report Writing

9. Ethnic Relations

10. Support Services And Maintenance For Info System

11. Basic Web Design And Content Management

12. Multimedia For Info Professional

13. Information Analysis For Decision Making

14. Algorithm And Data Structures

15. Arabic Language 2

16. Business And Professional Communication

17. Management Of Record In Organization

18. Management Of Record Repository

19. Database Application For Info Management

20. Arabic Language 3

21. Education Technology In Resource Centre

22. Public Relations In Information Work

23. Information Systems Management

24. Decision Theory

25. Info Systems Interaction And Consultation

26. Presentation Skills

27. Designing Instruction For

28. Digitization Of Records And Archives

29. Data Center Operational And Services

30. System Analysis In Info Management 1

31. Advanced Web Design And Content Management

32. Evaluation Of Info Services

33. Administration Of Archives

34. Management Of Manuscripts And Personal Papers

35. Info System Project Management

36. System Analysis In Info Management 2

37. Management Of Info System Department

38. Legal And Ethics Aspects Of Info System

Extra-curricular activities:

- Dean's List four Semesters during the Degree and one Dean's List during the Diploma

- Participated in "Let's Read" event.

- Participated in charity work (IM4U).

- Participated in Program 1RM, 1 UiTM, 1 Gaza

Working Experience:

- Internship at Development Finance and Enterprise, Bank Negara Malaysia. The job task are assisting in developing the Financial Inclusion Microsite that will embedded on the Bank Negara Website, helping in geo mapping exercise for agent banking data and I also created the infographic for the box article in the Financial Stability and Payment Systems Report (FSPSR). (5 Month)
- Working at Lumileds Malaysia Sdn Bhd (Penang). (4 Month)The job tasks are:

 - Hire new employee in SAP HR for payroll purpose and employee data

 - Do filing for Payroll Team - Reset password for employee to access their payslip (Lumileds Portal)

 - Hire new employee in E-Leave for leave matter and employee work schedule, supervisor, benefit and etc.

 - Handle E Leave(website). Etc approve leave for employee, data entry, log in for employee, reset password and etc.

References	
Name	: Mohd Ridwan bin Seman @ Kamarulzaman
Telephone No.	: 019-3400730
Address	: Universiti Teknologi MARA (UiTM) Kampus Puncak Perdana,
	Jln Pulau Indah AU10/A, Puncak Perdana,
	40150 Shah Alam, Selangor, Malaysia.
Relationship	: Academy Advisor