



ELYA NABILA BINTI NORAJIMI

No, 166, Parit Haji Taib 3, Alor Pongsu,

34300, Bagan Serai Perak Darul Ridzuan

[nabila.elya@yahoo.com](mailto:nabila.elya@yahoo.com)

### **PERSONAL DETAIL**

AGE : 24  
GENDER : FEMALE  
DATE OF BIRTH : 15 July 1992  
NATIONALITY : MALAYSIA  
MARITAL STATUS : SINGLE  
HOBBIES : READING  
PERSONALITY : HARDWORKING

### **EDUCATION BACKGROUND**

1. UNIVERSITI TEKNOLOGI MARA (UiTM) KEDAH
  - DIPLOMA IN BUSINESS STUDIES
  - CURRENT CGPA: 2.62
  - GRADUATE ON 7 NOVEMBER 2016
2. SIJIL TINGGI PELAJARAN MALAYSIA (STPM)
  - 2011
  - 2 C+ , 2 C-
3. SIJIL PELAJARAN MALAYSIA (SPM) 2009
  - 2A,3B,1C,2D

## **WORKING EXPERIENCE**

### **1. NIBONG TEBAL PAPER MILL**

- SKILL OPERATOR
- LEARNING PROCESS PARTICIPATE IN GROUP WORK PACKAGING PRODUCT
- JAN-MAY 2011

### **2. KEDAI BUKU HAJI ZAINI**

- SALE PERSON AND CASHIER
- LEARN TO MANAGE ALL CUSTOMER NEED
- ABILITY TO ANALYZE DATA INCOME OF COMPANY
- NOV 15-JAN 2017 (1 YEAR 2 MONTH)

## **SKILLS**

### **COMPUTER SKILLS**

- MS OFFICE (MICROSOFT WORD, POWER POINT, EXCEL)
- MS INTERNET EXPLORER/MOZILA FIREFOX

## **LANGUAGE PROFICIENCY**

MALAYS : EXCELLENT (SPEAKING & WRITING)

ENGLISH: GOOD (SPEAKING & WRITING)

CHINESE: GOOD IN SPEAKING

## **REFERENCES**

### **KOORDINATOR**

- NAME : ENCIK RAMLY BIN SAAD
- KOORDINATOR : FACULTY IN BUSINESS STUDY
- PLACE : UNIVERSITI TEKNOLOGI MARA(UiTM), KEDAH

### **ADVISOR**

- NAME : ETTY HARNIZA BINTI HARUN
- PLACE : UNIVERSITI TEKNOLOGI MARA(UiTM), KEDAH

### **MANDARIN LECTURER**

- NAME : LAOSHI TAN MUI HUA
- PLACE : UNIVERSITI TEKNOLOGI MARA (UiTM), KEDAH

### **EMPLOYER**

1. COMPANY NIBONG TEBAL PAPER MILL
2. TUAN HAJI ZAINI BIN RASLI

