

NURUL HAFIZAH BINTI JAMALLUDIN



5-3-7, Pangsapuri Sri Melewar, AU1/1 Jalan
Juruwang, 40150, Shah Alam, Selangor.



017-5410468



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CAREER OBJECTIVE

To practice a profession where my knowledge, ability and skill can be applied with an opportunity for eventual career advancement and ultimate goal of becoming effective and excellent individual in various scope in life.

JOB PREFERENCES

Expected Salary : RM 2050 (Negotiable)
Working Availability : Immediate after 22th January 2017
Possess Own Transport : Yes
Able To Travel/Out-station : Yes

EDUCATION BACKGROUND

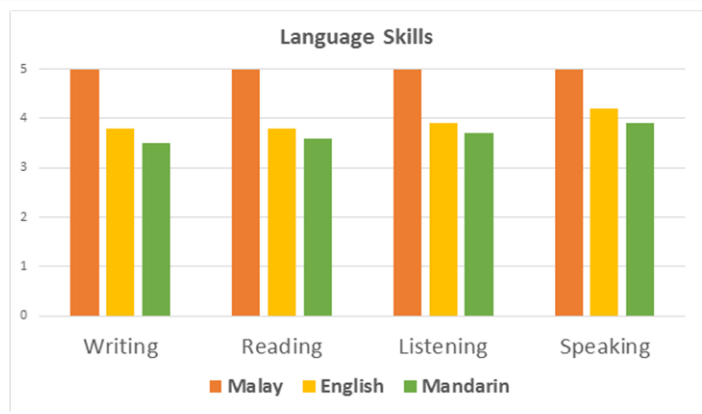
2013 – 2016 : **UiTM Puncak Perdana**
Bachelor of Information Management (Hons.) Record Management
CGPA : 2.80

2010 – 2013 : **Kolej PolyTech MARA Alor Setar (UiTM)**
Diploma in Office Management & Technology
CGPA : 2.72

TECHNICAL & LANGUAGE SKILLS

Computer Skills

- Microsoft Office (Words, Excel, Access, Powerpoint, Publisher)
- Macromedia Dreamweaver
- HTML
- Videoscribe, Windows Movie Maker
- *Experienced in in developing database using Microsoft Access and DGFlo*
- *Able to typing in maximum speed*



INTERPERSONAL SKILLS

- Self-independent and multitasking
- Able to work under pressure and self-motivated to achieve the desired results
- Ability to work independently or as a part of team.
- Ability to offer sympathy and practice sensitivity in delicate matters

CURRICULAR ACTIVITIES / PARTICIPANT

YEAR 2016

1. Extra Crew in Summer Run 2K16 for Program SPORT RESCARL FABULOUS
2. Third prize in Business Online Competition organized by IMSA

YEAR 2015

1. Basic Database Development Workshop (PHP & SQL)
2. Participant in Alpha Reading Program
3. Participant in Bowling game in Sports Challenge
4. Protocol & Program Bureau for Program #BeEthic
5. Seminar Pembangunan Keluarga, Sosial, dan Komuniti "Cinta Luar Biasa Kau dan Aku"

YEAR 2014

1. Bureau in Student Sports FIESTA
2. Program bersama Penyelidik : Klinik Kepenggunaan Arkib

WORKING EXPERIENCE

August - Dec 2016

Prism Integrated Sdn Bhd (Internship)

- Have been assign to rotate in 4 department which in Admin/Human Resources, Purchasing, Operation , & FSSHE
- creating and maintaining filing system
- Do quotation and purchasing between vendor and customer. Take action if any employee gets an accident or injury in the workplace.
- Make calls and communicate with clients and vendor about the agreement renewal
- Data entry

August 2013 (3 weeks)

Smile Laundry (Shop Assistant)

- making business transactions with customers and issuing receipts
- Calculating profit and loss daily

May – July 2013

Signature Success Sdn Bhd (General Clerk)

- Make and answer call with the customer.
- Filing and key in customer records
- Design the business catalog

April – May 2013

ITos Computer (Sale Clerk)

- Giving explanation and consultation to customers about the product
- Check daily email from customer and vendors
- Handling the payment made by customers.

PERSONAL REFEREE

NAME	POSITION	ADDRESS	CONTACT
JAFALIZAN BIN MD JALI	Lecturer, Records And Information Systems Management	Universiti Teknologi MARA (Puncak Perdana Campus)	019-2055563
MAISARAH BINTI NURHAIZAN	Project Management Executive	Prism Integrated Sdn Bhd	017-5928453