



**TUAN NADIAH BT TUAN RAZILAH**  
LOT 6289 LORONG MAWAR  
BUKIT TOK BAT, 21700 KUALA BERANG  
TERENGGANU DARUL IMAN  
**Phone (Mobile):** 013-4154348  
**E-mail :** [nadiahrazilah@yahoo.com](mailto:nadiahrazilah@yahoo.com)

#### Personal Particulars

<b>Age</b>	: 24 years old	<b>Date of Birth</b>	: 5 APRIL 1993
<b>Nationality</b>	: Malaysia	<b>Gender</b>	: Female
<b>Marital Status</b>	: Single	<b>IC No</b>	: 930405 -11- 5174
<b>Permanent Residence</b>	: Malaysia	<b>Religion</b>	: Islam
<b>Weight</b>	: 45 KG	<b>Height</b>	: 155 CM

#### Objective

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

#### Educational Background & Qualification

**2015 - 2017 : Universiti Teknologi Mara (UiTM) Campus Dungun**  
Bachelor of Business Administration (Hons) Finance  
CGPA : 3.61

**2011 - 2014 : Universiti Teknologi Mara (UiTM) Campus Dungun**  
Diploma in Banking Management  
CGPA : 3.56

**2006 – 2010 : Sek.Men.Keb. Tengku Ampuan Intan, Kuala Berang, Terengganu**  
Sijil Pelajaran Malaysia (SPM)  
4A 2B 1C 3D

### **WORKING EXPERIENCE**

- Internship in Account Department at PPD Hulu Terengganu, Terengganu 2016

### **Achievement / Awards**

#### **DEAN'S AWARD**

- Vice Chancellor Award 2017
- Semester 5 (Bachelor of Business Administration (Hons) Finance) 2016
- Semester 4 (Bachelor of Business Administration (Hons) Finance) 2016
- Semester 3 (Bachelor of Business Administration (Hons) Finance) 2015
- Semester 6 (Diploma in Banking Management) 2014
- Semester 5 (Diploma in Banking Management) 2014
- Semester 4 (Diploma in Banking Management) 2013
- Semester 3 (Diploma in Banking Management) 2013

### **Additional Skill**

- Microsoft Office - MS Words, Power Point, Excel, Access
- Sage UBS nine Inventory and Billing software
- Language proficiency :- Malay language : speaking and writing (excellent)  
English language : speaking and writing (moderate)

### **Extracurricular Activities**

- Treasurer of FISA Club 2015
- Exco of SERASI Club 2015
- Exco of Bankers Club UiTM 2014
- Exco of Hockey Club 2014
- Facilitator at SK Tengku Ampuan Intan & SMK Tersat 2014
- Exco of Recreation Club 2013
- Participant and Assistant Committe of OPKIM, UiTM 2012

## References

1.   **Name**           : Puan Shazalina Bt M. Shuhidan  
     **Position**       : Lecturer  
     **Company**       : Universiti Teknologi Mara (UiTM) Kampus Dungun  
                          Kampung Sura Hujung  
                          21300 Dungun  
                          Terengganu Darul Iman  
     **Telephone**     : 013-9205392
  
2.   **Name**           : Encik Hisyamuddin Bin Mustatha  
     **Position**       : Pegawai Pendidikan Daerah  
     **Company**       : Pejabat Pendidikan Daerah Hulu Terengganu  
                          21700 Kuala Berang  
                          Terengganu Darul Iman  
     **Telephone**     : 019-9134121