



NURUL ASHIKIN BINTI ABU

017-9409432

nurulaashikinn@gmail.com

No 297, Lorong Lembah Permai 1/12,
Taman Lembah Permai,
Sungai Lalang, 08100 Bedong , Kedah Darul Aman.

PERSONAL PARTICULARS

Age	: 24 years	Date of Birth	: 7 November 1993
Nationality	: Malaysian	Gender	: Female
Marital Status	: Single	I/C Number	: 931107-07-5092
Permanent Residence	: Malaysian		

EDUCATIONS

UNIVERSITI TENAGA NASIONAL, SULTAN HAJI AHMAD SHAH CAMPUS,
PAHANG

- Bachelor of Human Resource Management
- Current CGPA 3.15/4.00
- 2013 - 2016

SEKOLAH MENENGAH KEBANGSAAN BANDAR SUNGAI PETANI

- Sijil Tinggi Pelajaran Malaysia(STPM)
- CGPA : 2.58
- 2011-2012

SEKOLAH MENENGAH KEBANGSAAN AMAN JAYA

- Sijil Pelajaran Malaysia(SPM)
- Result : PASS
- 2009-2010

WORKING EXPERIENCE

PEJABAT DAERAH DAN TANAH KUALA MUDA

INDUSTRIAL TRAINING (10 OCTOBER 2016 – 30 DECEMBER 2016)

- Able to key- in data about customer in system.
- Disclosed to different types of grant and form for each affairs.
- Able to dealing phone call from customers.

LEADERSHIP SKILLS

2011-2012 Class Treasurers
2011-2012 President of Uninformed Units
2011-2012 Assistant Secretary / Assistant Treasurer
2013-2016 Head of Hostels (block 2)
2014&2015 Facilitator Program
2015 Secretary of Charity Performance Program

COMPUTER SKILLS

Microsoft Word
Microsoft Power Point
Microsoft Excel

LANGUAGE SKILLS

Bahasa Malaysia	<u>Spoken</u>	<u>Written</u>
English	Advance Intermediate	Advance Intermediate

REFERENCES

Madam Noor Awanis Muslim
Senior Lecturer
Department of Management & Human Resources
Universiti Tenaga Nasional , Muadzam Shah, Pahang
awanis@uniten.edu.my
09-4552020 Ext:2118

Mrs. Hajjah Maznah Binti Omar
Penolong Pegawai Tadbir
Pejabat Daerah dan Tanah Kuala Muda,
Kompleks Pentadbiran Daerah Kuala Muda,
08000 Sungai Petani, Kedah.
ptkm@kedah.gov.my
04-4217997, 04-4217998