



## **CONTACTS**

### **Home Address**

- 23-140 Lorong Cengal kanan 7,  
Desa Perdana, 26900  
Bandar Tun Razak,  
Pahang

### **Contact Numbers**

- 011-1611 4865

### **Email Address**

- ismazatie95@gmail.com

## **PERSONAL PARTICULARS**

- **Age** : 21
- **Gender** : Female
- **Marital Status** : Single
- **IC No** : 950508-06-5382
- **License** : D
- **Date of Birth** : 08 May 1995
- **Race** : Malay
- **Nationality** : Malaysian
- **Religion** : Islam

## **PERSONAL STRENGTH**

- Personal Qualities: Outgoing personality and proactive. I enjoy meeting people and have high-level commitment.
- Preferred work Style: Challenging working environment with strong human relation. Working in-group.
- Good communication skills as well as good public relation.

## **PREFERENCES**

- Willing to travel : **Yes**
- Willing to relocate : **Yes**
- Work as a team : **Yes**
- Availability : 1 Month notice

## **SALARY EXPECTATION**

RM 2000 (Negotiable)

# **NUR ISMAZATIE BINTI ISHAK ARMI**

## **EDUCATION BACKGROUND**

University: Maktab Koperasi Malaysia [May 2016]  
Level : Diploma in Co-Operative Management  
Result : 3.02

Institution : Sek. Men. Keb. Bandar Tun Razak [2011-2012]  
Level : Sijil Pelajaran Malaysia (2012)  
Result : 4A-1B+1B3C

Institution : Sek. Men. Keb. Muadzam Shah [2008-2010]  
Level : Penilaian Menengah Rendah (2010)  
Result : 2A5B2C

## **OBJECTIVE**

To obtain a management position, in which I am given the opportunity to play a direct role in the unlimited growth and success of solid organization.

## **ACHIEVEMENTS & EXTRA CURRICULAR ACTIVITIES**

- As attached

## **WORKING EXPERIENCE**

| Year                  | Position                               | Institutions                         | Job Description   |
|-----------------------|--|--------------------------------------|---|
| Nov 2015-<br>Feb 2016 | Management<br>(Practicum)              | Koperasi<br>Serbaguna<br>DARA BERHAD | Management training   |
| Aug 2016-<br>Recent   | SKIM<br>LATIHAN<br>KERJAYA<br>KOPERASI | Kolej iCOOP                          | Key in Account ledger,<br>issue cheque, help<br>management record and<br>other relevant job |

## **DEVELOPED SKILLS**

(Spoken/Written): Bahasa Melayu (10/10), English (7/10)

Skills & Certification:

|                       |                  |
|-----------------------|------------------|
| <b>COMPUTER SKILL</b> | Microsoft Office |
| <b>SYSTEM</b>         | UBS              |

## **REFEREES**

- Siti Hajar binti Saaey**  
Tel : 012-2904536  
**Lecturer**  
No 21, Jalan Selangor, Seksyen 6,  
46050 Petaling Jaya, Selangor
- Fatimah Binti Md Tahir**  
Tel : 013-9515519  
**Manager Koperasi Serbaguna DARA Berhad**  
MM242 & 243 Tingkat 2, Wisma  
KSD, Jalan Masjid,  
26700 Muadzam Shah, Pahang