

# RESUME

*Name : Nuraffeira Binti Abdul Malek*  
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*Phase 1, Jln Sulaman, 88450 Kota*  
*Kinabalu, Sabah*  
*Hp No : 017 - 8381402*  
*Email : [affeira@gmail.com](mailto:affeira@gmail.com)*  
*Objective : Seeking a responsible job with an*  
*oppurtunity for profesional challanges*



## PERSONAL DETAILS

I/C No.	: 920226-12-5546	Religion	: Islam
Age	: 26 years old	Race	: Bajau
Date of Birth	: 26 February 1992	Marital Status	: Single

## ACADEMIC QUALIFICATION

Programme : Bachelor of Business Administration (Hons.) Marketing  
Institution : Universiti Teknologi MARA, Kota Kinabalu  
CGPA : 2.82  
MUET : BAND 3

Programme : Diploma in Banking Management  
Institution : Universiti Teknologi MARA, Kota Kinabalu  
CGPA : 2.83

Level : Sijil Pelajaran Malaysia (SPM)  
School : Sekolah Menengah Kebangsaan Arshad, Kota Belud  
Grad : 5A, 2B, 1C, 1D  
Achievement : LCCI Level 2 – Pass with distinction

## ACTIVITIES & INVOLVEMENT

**2016** Industrial Training – BERAS Corporation, Kota Kinabalu  
**2015** Study Trip – Lembaga Koko, Kota Kinabalu Industrial Port  
**2015** Research study “Issues in Marketing” – Melaka  
**2015** Participating “Undergraduate Research Poster War” – UiTM  
**2014** Corporate Social Responsibility – Rumah Wargatua Sri Pritchard, Penampang  
**2013** Study Trip – Colorcoil, Telipok  
**2012** Participating “Small Scale Innovation Exhibition” – UiTM  
**2011** Participating “Small medium Enterprise Exhibition” at Seafast Hotel, Semporna

## COMPUTER & COMMUNICATION SKILLS

### **Computer Skills**

- Microsoft Office (Words, Excel and Power Point)
- UBS accounting system

### **Communication Skills**

- Fluent in spoken and written Bahasa Malaysia
- Moderate in spoken and written English language

## WORKING EXPERIENCE

**A&A Collection, Kota Kinabalu, Sabah**  
**Dec 2016 until Apr 2017 (General Worker)**

### **Job description**

- Welcoming and greet the client who came to the office as well as in the telephone.
- Doing the transaction using credit/debit terminal machine.
- Responsible for receiving, storing and keeping accurate inventory balances.

**BERAS Corporation Sdn Bhd, Kota Kinabalu, Sabah**  
**Feb 2016 until June 2016 – Internship Student (Marketing and Business Development)**

### **Job description**

- Doing some clerical work such as photocopying, faxing, email and scanning.
- Doing receptionist task such greet the client who came to the office as well as in the telephone.
- Doing some easy report regarding the company sales

**Guan On Rice Mill, Kota Belud, Sabah**  
**Oct 2013 until Mar 2014 – Clerk**

### **Job description**

- Doing some clerical work such as photocopying and faxing
- Record business transactions and key daily worksheets to the general ledger system.
- Input type vouchers, invoices, checks, account statements, reports, and other records.

## REFERENCES

### **1) Franklin Hazley Lai**

Academic Advisor for Bachelor of Business Administration with Honors (Marketing), Faculty of Business Management, UiTM Sabah.

Tel : 019 – 801 6388

### **2) Wilyawaty Dzulkiflie**

Internship Supervisor at Beras Corporation Sdn Bhd (Operation & Sales), 7<sup>th</sup> Floor, Wawasan Plaza, Kota Kinabalu Sabah.

Tel : 013 – 851 5557