

NORFATIN ZAYANI BINTI DAIRY

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CAREER OBJECTIVES

To seek a career in administrative, finance, banking and accounting, so that I can exhibit my analytical and course of study to the best

EDUCATION BACKGROUND

September 2011 – December 2014	Northern University of Malaysia (UUM), 06100 Sintok, Kedah Bachelor in Islamic Finance and Banking (Hons) Current CGPA: 3.28
June 2010 – April 2011	Labuan Matriculation College (KML), 87027 W.P Labuan CGPA: 3.66
2008 – 2009	S.M.K. Agama Sibul (SEMEKAS), 96000 Sibul Results: 1A, 1A-, 2B+, 2B, 3C+, 2C, 1D

ACHIEVEMENT

- Dean's Award (Second Semester, 2010/2011) in university
- Appreciation's Award as a member of BADAR for three consecutive years in secondary school
- Excellent student for PMR examination in secondary school

SKILLS AND PERSONAL TRAITS

Computer Skills:

Basic (MS-Word, MS-PowerPoint, MS-Excel)

Good in using different operating systems

Key Skills:

- Strong math skills
- Strong numerical skills
- Good computer skills
- Can work under pressure
- Good customer service skills

Personal Traits:

- Responsible and punctual
- Hard working and flexible
- Willing to learn new things
- Ability to work under pressure

EXPERIENCE:

Undergo internship in one of the **Bank Rakyat** branch located in Sibu for three months started from 14th July 2014 until 2nd November 2014. The scope of work that I experience includes working under credit and documentation department.

CAMPUS AND COMMUNITY INVOLVEMENT

- Participated actively in university extra-circular activities
- Regularly become the secretary for the events

LIST OF ACTIVITY	POSITION	LEVEL
“Pertandingan Tilawah Al-Quran dan Azan” (2012)	Secretary	University
“Program Solat Hajat Perdana dan Layar Keinsafan” (2012)	Secretary	University
Miss Proton program (2013)	Secretary	University
Friendship Night Returns program (2013)	Secretary	University
“Lawatan ke Seri Kenangan” (2013)	Secretary	University
Commercial Cake Baking (2013)	Secretary	University
“Program Ceramah Kesempurnaan Solat” (2012)	Bureau of Publicity	University
“Hari Integrasi Anak-anak Sarawak” (2012)	Bureau of Food	University

PERSONAL DETAILS

Date of birth: 14 November 1992
Language known: Malay, English and Melanau
Address: Kampung Baru, 96200 Daro, Sarawak.
ID number: 921114-13-6034
Nationality: Malaysian
Expected Salary: RM 1, 700 and above

REFERENCES

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