



RESUME

NABILAH ZULAIKHA BINTI ROSMAN

Lot 1191, Kampung Beta Hilir,
15100 Kota Bharu,
Kelantan.

Contact No. : 011 - 26514429
Email : nabilahzulaikha2097@gmail.com

Personal Particulars

Identity Card No : 970220-03-6062
Date of Birth : 20 February 1997
Age : 21
Nationality : Malaysian
Race : Malay
Religion : Islam

Educational Background

Highest Education

University : Politeknik Seberang Perai (2015 - 2018)
Field of Study : Banking/Finance
Title of Study : Diploma in Islamic Banking and Finance
CGPA : 3.37
Year of Graduation : 2018

Secondary Education

School : Sekolah Menengah Kebangsaan Dewan Beta (2010-2014)
CGPA : Obtained 2A's in Malay Language and History. 3B's in English Language,
Islamic Studies and Mathematics.
Year of Graduation : 2014

Objective

To find a job and to put up the vision for a bright career with all the skills and knowledge needed throughout your company or department provided. It also to improve my skill in finance fields and my skill of communication.

Personal Strength

Language Skill

Malay ● ● ● ● ●
English ● ● ● ● ○

Spoken

Written

● ● ● ● ●
● ● ● ● ○

Professional Skill

Microsoft Word ● ● ● ● ○
Microsoft Excel ● ● ● ● ○
Microsoft Power Point ● ● ● ● ○

Individual Skill

Teamwork ● ● ● ● ●
Communication ● ● ● ● ○
Independence ● ● ● ● ○
Leadership ● ● ● ● ○

Experience

PGF INSULATION SDN BHD (27 NOV '17 - 13 APRIL '18)

Position : Trainee (Accounting)
Job Description : - Record GST data such as input tax credit, output tax payable and paid and other particulars as may be prescribed.
- Undertaking clerical tasks such as typing, filing, making phone calls and handling mail.
- Calculating and checking to make sure payments, amounts and records are correct.
- Provide administrative support for accountants.
- Prepared asset by compiling and analyzing account information.
- Performs a range of accounting assignments while learning the methods, processes and procedures of the work.

SEBERANG PERAI POLYTECHNIC, PERMATANG PAUH, PENANG (2015-2018)

Position : Relasis Senior Officer II
Job Description : Conducted outreach activities and socio-economic standing.

SEKOLAH MENENGAH KEBANGSAAN DEWAN BETA, KOTA BHARU, KELANTAN (2010-2012)

Position : Assistant Secretary of Fire And Rescue Cadet
Job Description : - Collected the monthly committee reports
- Prepared board of directors meeting agenda with president

Preferred Work Location : Anywhere in Malaysia
Preferred Job Type : Full Time
Possess Own Transport : Yes and valid B2 licence

References

Hartini Binti Khalib

Assistant HR Manager
PGF Insulation Sdn. Bhd.
2449, Lorong Perusahaan Sepuluh
Kawasan Perusahaan Perai
13600 Perai, Penang, Malaysia.
Contact No : 04-3996197

Mr. Rashidan Bin Bakri

Lecturer & Academic Advisor
Commerce Department
Seberang Perai Polytechnic
Pulau Pinang
Contact No : 04-5383322