

## PERSONAL DETAILS

Noor Aina Binti Nor Adzlan ◆

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No. 18, Kampung Binjul Luar, Batu 7, 🏠

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## EDUCATION

### **Universiti Kuala Lumpur (2014-2016)**

- Bachelor in Business Administration (Hons) Management and Entrepreneurship
- Current CGPA: 3.31
- Graduated on: October 2017

### **Kolej Poly-Tech Mara Kota Bharu (2011-2014)**

- Diploma in Business Management
- CGPA: 3.08
- Graduated on: November 2014

### **Sek. Men. Keb. Kuala Ketil (2009-2010)**

- Sijil Pelajaran Malaysia (SPM) 2010
- Results: Pass

## WORKING EXPERIENCE

### **Internship Program- 2016 (Aug - Dec):**

- First Solar Malaysia
- Kawasan Perindustrian Kulim Hi-Tech, Kulim, Kedah
- Finance Shared Service
- Familiar with SAP system, do SOA reconciliation, Data Matching, Audit Queue, Download invoice and others.

### **Internship Program- 2014 (Feb - April):**

- Pejabat Mara Daerah Baling
- Batu 42, Baling Kedah
- Human Resource Department
- Filling, create account for tenant, take payment for MRSB students, update new record of tenant.

### **Part Timer -2014 (May – July)**

- Sharp Roxy Sdn. Bhd
- Kawasan Perindustrian Bakar Arang, Sungai Petani, Kedah
- Operator
- Preparing full set of electronics (Television, Radio)

## CURRICULAR ACTIVITIES

### **2016**

- Committee in Business Challenge Talk

### **2015**

- Participants in Leadership Camp at Hulu Langat

### **2014**

- Participants in Entrepreneurship Seminar: Motivation and The Financing Process

### **2012**

- Committee of D'Gold Scroll Club
- Program Bakti Siswa in Kelantan

## **PERSONAL SKILLS**

### **Software:**

- Microsoft Office 9/10
- Microsoft Excel 6/10
- Microsoft Power Point 9/10

## **LANGUAGES**

### **Spoken:**

- Bahasa Melayu Excellent
- English Good

### **Written:**

- Bahasa Melayu Excellent
- English Good

## **STRENGTH**

- Strong sense of commitment
- Keen to learn
- Team player with good time management skills
- Work well under pressure

## **REFEREES**

### **Dr. Zulkifli Bin Saidun**

Academic Advisor

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### **Ching Ping Ong,**

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