

## **RESUME**



**KU NURLAILAILA NAJAA BINTI KU MADZUKI**

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Date of birth	: 16-MARCH-1992
Age	: 25
Marital Status	: SINGLE
Gender	: FEMALE
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Nationality	: MALAYSIA

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### **CAREER OBJECTIVES**

To seek a position and built an exciting career in the best working environment of a well-respected organization. It is important to gain knowledge and experience as well as generic skills improvement for a long-term career development, to become a good and charismatic employee in future while contribute positively towards organizational and community, and technology industry as well as in nation development.

### **EDUCATION**

- **Universiti Teknologi MARA, Shah Alam.**  
**MSc in Applied Mathematics (2015-2017)**  
CGPA: 3.33
- **Universiti Teknologi MARA, Negeri Sembilan.**  
**BSc (Hons.) Management Mathematics (2013-2015)**  
CGPA: 3.24
- **Universiti Teknologi MARA, Perlis.**  
**Diploma in Quantitative Sciences (2010-2013)**  
Graduated, 14<sup>TH</sup> November 2013  
CGPA: 3.11
- **St. George's Girl School, Pulau Pinang.**  
January 2005 – June 2005  
**SM Sains Tun Syed Sheh Shahabudin, Pulau Pinang.**  
June 2005 – December 2009  
SPM: 3A, 2B

### ACADEMIC ACHIEVEMENTS

- Dean's Award, July 2015 (CGPA: 3.61) Universiti Teknologi MARA
- Dean's Award, March 2013 (CGPA: 3.51) Universiti Teknologi MARA
- Maintaining CGPA 3 pointer and above for every semester in Bachelor Degree Program

### FUNCTIONAL SKILLS

- Constant utilization and self-training of Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint and other new software
- Constant utilization and self-training in moviemaker and iMovie
- Beginners to intermediate skill level in programming language such as QM for Windows, Mat-Lab and C++ programming

### TOP SKILLS

SKILLS	PROFICIENCY
Communication (listening, verbal, written)	Advanced
Leadership/Teamwork	Advanced
Analytical/Research	Advanced
Academic competence in reading and mathematics	Advanced
Personal/Management	Advanced

**Proficiency:**     **Advanced** – Experienced  
                         **Intermediate** – Familiar with all the basic functionalities  
                         **Beginner** – Just started using or learning the skills

### LANGUAGES

LANGUAGE	WRITTEN	SPOKEN
Malay	10	10
English	9	9
Japanese	4	4

**Languages:**     **(Poor = 0, Excellent = 10)**

### EXTRA-CURRICULAR ACTIVITIES

YEAR	ACTIVITIES
2015	• <b>IPT LEVEL</b> Malaysian Academy of SME and Entrepreneurship Development, MASMED [Participants]
2015	• <b>Finishing school - IPT LEVEL</b> Faculty of Computer and Mathematical Sciences, UiTM Seremban 3
2013	• <b>Personality Development Modul 2 - IPT LEVEL</b> Faculty of Computer and Mathematical Sciences, UiTM Shah Alam
2013	• <b>Committee members of Math club - IPT LEVEL</b> Faculty of Computer and Mathematical Sciences, UiTM Shah Alam
2012	• <b>Career Development Modul 1 - IPT LEVEL</b> Faculty of Computer and Mathematical Sciences, UiTM Arau
2011	• <b>Professional Development Modul - IPT LEVEL</b> Faculty of Computer and Mathematical Sciences, UiTM Arau
2010	• <b>Class representative - IPT LEVEL</b> Faculty of Computer and Mathematical Sciences, UiTM Arau

2010	<ul style="list-style-type: none"> <li>• <b>Personality Development Modul 1 - IPT LEVEL</b> Faculty of Computer and Mathematical Sciences, UiTM Arau</li> </ul>
2009	<ul style="list-style-type: none"> <li>• <b>SCHOOL LEVEL</b> Peer Tutoring Math Program at SMK Alma [Tutor]</li> </ul>
2009	<ul style="list-style-type: none"> <li>• <b>Traditional contemporary dance competition – STATE LEVEL</b> President of Arts &amp; Culture Club. Won 1<sup>ST</sup> place at zone level.</li> </ul>
2007-2009	<ul style="list-style-type: none"> <li>• <b>Australian Mathematics Competition – INTERNATIONAL LEVEL</b> Got certificate of credits for three consecutive years. (Year Nine, Year Ten and Year Eleven)</li> </ul>
2008	<ul style="list-style-type: none"> <li>• <b>Kadet Remaja Sekolah – STATE LEVEL</b> SBP Zon Utara, Sekolah Menengah Sains Tun Syed Sheh Shahabudin</li> </ul>
2007	<ul style="list-style-type: none"> <li>• <b>Participate in chess tournament - STATE LEVEL</b> Sekolah Menengah Sains Tun Syed Sheh Shahabudin</li> </ul>
2007	<ul style="list-style-type: none"> <li>• <b>National Mathematical Olympiads – NATIONAL LEVEL</b> Participants for 2 years</li> </ul>
2002-2004	<ul style="list-style-type: none"> <li>• <b>INTERNATIONAL LEVEL</b> Pertandingan &amp; Pameran Seni Lukis Pelajar-pelajar Malaysia-Jepun ke-10</li> </ul>
2003	<ul style="list-style-type: none"> <li>• <b>Badminton Tournament – STATE LEVEL</b> Participants, SK Pinang Tunggal. Won 2<sup>nd</sup> place.</li> </ul>

### INTERNSHIP EXPERIENCE

COMPANY	TRAINEE JOB SCOPE / EXPERINCE
<b>TABUNG HAJI KEPALA BATAS</b>  TH Kepala Batas Lot 35A & 35B Bangunan MARA Lorong Bertam Indah 4/9 Taman Bertam Indah 13200 Kepala Batas Pulau Pinang  Duration = 4 months = (Sept - Dec 2015)	<u>ADMINISTRATION DEPARTMENT</u> <ul style="list-style-type: none"> <li>• File management</li> <li>• Scanning form</li> </ul> <u>MARKETING DEPARTMENT</u> <ul style="list-style-type: none"> <li>• Involving in marketing activities outside the office, invited by schools and other organizer</li> </ul> <u>FINANCE DEPARTMENT</u> <ul style="list-style-type: none"> <li>• Reviewing and checking the daily financial reports</li> </ul> <u>HAJJ MANAGEMENT</u> <ul style="list-style-type: none"> <li>• Learning about the management of Hajj managed by Tabung Haji</li> </ul> <u>CUSTOMER SERVICE</u> <ul style="list-style-type: none"> <li>• Helping the customers on how to fill the form</li> <li>• Helping them if they have questions about their transactions during the day</li> </ul>

### INTERNSHIP INVOLVEMENT

DATE (2015)	ACTIVITIES
30 September	Hajj 2015 Exploration program at SMK Permatang Tok Labu, Pulau Pinang.
03 October	Join the Marketing Department to promote <i>TH</i> at SK Kepala Batas, Pulau Pinang.
01 October	A talk organized by Pulau Pinang Islamic Religious Affairs Department at Dewan Milenium Kepala Batas, Pulau Pinang.
14 October	Majlis Perhimpunan Ummah in conjunction with Maal Hijrah 1437H/2015M at Dewan Milenium Kepala Batas, Pulau Pinang. Penang state level.
15 October	Program Panggilan Tanah Suci at SK Penaga Jaya, Pulau Pinang
28 October	Hajj 2015 Exploration program at SK Pinang Tunggal, Pulau Pinang.

## **FINAL YEAR PROJECT**

**TITLE:** The Fuzzy TOPSIS With Centroid In Human Body Health Among Student (2015)

**TITLE:** An Optimization of Working Schedule Using Integer Programming Model for Cleaners at the Faculty of Computer and Mathematical Sciences (2017)

## **REFERENCES:**

1.     **Haji Akmal Bin Abdul Rahim**  
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Tabung Haji Kepala Batas, Pulau Pinang  
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