



PERSONAL PARTICULAR

Name : NUR ATIQAH FATIMAH BINTI ZAHRI
Address : Lot 7586 Taman Damai, 21700 Kuala Berang, Hulu Terengganu, Terengganu Darul Iman
I/C Number : 920410 - 11 - 5516
Date of Birth : 10th April 1992
Sex : Female
Marital Status : Single
Religion : Islam
Nationality : Malaysian
Telephone Number : 014 -512 6018
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CAREER OBJECTIVE

Seeking a job opportunity that give me new experiences and exposure

ECADUATIONAL BACKGROUND

Place : University of Sultan Zainal Abidin , Terengganu
Field of Study : Bachelor of Business Administration (Risk Management And Takaful) with Honours
Year : 2011 - 2015 (4years)
CGPA : 2.85

Course Attended (Major)

- Introduction Risk Management and Takaful
- Enterprise Risk Management
- Risk Modeling, Assessment And Management
- Financial Risk Management
- Corporate Governance and Risk
- Occupational and Health Management
- Seminar Risk and Control
- General Liability Insurance
- Law of Insurance and Takaful
- Family and Health Takaful

TOP SKILL

LANGUAGE SKILL

- Malay Language
- English Language

SOFTWARE SKILL

- Microsoft Office
- Internet Explorer, Mozilla Firefox, Google

SOFT SKILL

- Quick learner
- Able to work as a part of team
- Good time management
- Problem solving skill

SUPPLEMENTARY

Willing to Travel : Yes
Willing to Relocated : Yes
Availability : 2 weeks notice

TRAINING

Position : Student Trainee
Company Name : Pejabat Agama Daerah Hulu Terengganu, Terengganu
(18th January – 2nd July 2015)

Scope of Work

- Attending office meeting every Thursday morning
- Providing general administrative to support colleague and office manager
- Managing the process of marriage to the customer
- Learn making paperwork for CSR program
- Actuating data entry and keeping of record
- Answering the phone and forwarding caller on the relevant staff
- Photocopying and printing large batches of documentation
- Analyzing risk at workplace and reporting the risk to office manager
- Suggesting to manage the risk based on risk management techniques

PROGRAM / ACTIVITIES

2014 : Committee Seminar of Risk and Control Series 3
2013 : Committee Enterprise Risk Management (ERM) Workshop Series 3
2012 : Attended Risk Management: Analysing Risks in Derivatives Trading by SIDB
2011 : Participation at Occupational Health and Safety Management Workshop 2011.

REFERENCE

Mr. Salman Bin Lambak

Lecturer of University
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Madam Norhayati Binti Ab Rahman

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