

## RESUME

### PERSONAL BACKGROUND

**NURFADILLA BINTI AYAN**

No. 15, Kampung Tambirat,  
94600 Asajaya,  
Sarawak

nurfadilla255@gmail.com  
014 - 6945329 / 082 – 436277



<b>NRIC No.</b>	: 900729-13-8500	<b>Marital Status</b>	: Single
<b>Date of Birth</b>	: 29 <sup>th</sup> July 1990	<b>Religion</b>	: Islam
<b>Place of Birth</b>	: Hospital Umum Sarawak	<b>Nationality</b>	: Malaysian
<b>Gender</b>	: Female	<b>Driving License</b>	: Car

### WORKING EXPERIENCES

**September 2013 – January 2014**

**Company** : Graduate Employability Management (Gem) UiTM Shah Alam  
**Position** : Administrative/ Event Management Trainee

**March 2011 – July 2011**

**Company** : Centre for Information & Communication Technology Services (CICTS)  
Universiti Malaysia Sarawak (UNIMAS)  
**Position** : Information Management Trainee

### EDUCATIONAL BACKGROUND

**2012 – 2014**

**Level** : Bachelor Degree in Office Systems Management  
**Name of Institution** : Universiti Teknologi MARA (UiTM) Puncak Alam, Selangor.  
**Description** : 3.37

**2008 – 2011**

**Level** : Diploma in Office Management and Technology  
**Name of Institution** : Universiti Teknologi MARA (UiTM) Kota Samarahan, Sarawak.  
**Description** : 3.17

**January 2006 – December 2007**

**Name of school** : Sekolah Menengah Sheikh Haji Othman Abdul Wahab (SHOAW)  
**Level** : Sijil Pelajaran Malaysia (SPM).  
**Result** : 2A, 4B, 4C, 2D

## SKILLS

### Language

Bahasa Melayu

English

Arabic

### Spoken

Excellent

Good

Moderate

### Written

Excellent

Good

Moderate

### Computer skills

Typing Skills (50 words per minute), Microsoft Words, Microsoft Power Point and Microsoft Excel.

## ACTIVITIES AND ACHIEVEMENTS IN CURICULAR

### UiTM Kampus Puncak Alam, Selangor. (2012 – 2014)

- A Committee of Exco Sukan & Kebudayaan Bachelor of Office System Society (BOSS)
- Participated in "Gateway to Excellent" at UiTM Puncak Alam
- A Trainer Committee of "Wirasa Seni UiTM 2013"
- Participated in "Seminar Keusahawanan" at UiTM Puncak Alam
- A Trainer Committee of "Sukan Antara Fakulti"(SAF) Puncak Alam & Shah Alam
- Participated in Interfaculty Netball Tournament in UiTM Puncak Alam

### UiTM Kampus Kota Samarahan, Sarawak. (2008 – 2011)

- Participated in EC-Council Project Management (EPM) & Personal Enhancement Programme for Pre-Graduates Certification Programme (3P)
- A Secretary at Kolej Gading Blok 4 UiTM Kota Samarahan
- Participated in Program Permantapan Keusahawanan UiTM (MEDEC) Lake Town Resort, Bukit Merah, Perak
- Participated in Interfaculty Netball Tournament UiTM

## REFERENCES

### Prof. Madya Dr. Sarminah binti Samad

Supervisor for Research Development  
Arshad Ayub Graduate Business School (AAGBS)  
Universiti Teknologi MARA (UiTM)  
40450 Shah Alam  
Selangor Darul Ehsan  
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### Pn. Nor Afni binti Md Sari

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