

# NORHASZIATUL MAWADDAH

## ADMIN ASSISTANT

 Gombak, Kuala Lumpur, Malaysia

 hasziahmawaddah1996@gmail.com

 60135012169

## Profile

<b>Name</b>	NORHASZIATUL MAWADDAH
<b>Gender</b>	Female
<b>Date Of Birth</b>	11 Jan 1996
<b>Age</b>	21 years
<b>Availability</b>	Immediately
<b>Marital Status</b>	Single
<b>Nationality</b>	Malaysian
<b>Work Permit</b>	I am Malaysian
<b>Address</b>	No 17-14, Pangsapuri Sri Harmonis , Gombak, Kuala Lumpur, Malaysia, 53100

## Objective

To develop my skills and knowledge through experiencing in the company, also enhance my credibility and image towards the effectiveness in the working expert

## Experience

Apr 2017 - Now

**Yetsmart Consultant Management Sdn Bhd**

Position :Admin Assistant

Job Description:~ Manage visa and permit for foreign worker ~

Manage insurance for foreign worker ~ Handle Registration with Myeg

Feb 2017 - Mar 2017

**Orins Group International**

Position :Direct Seller

Job Description:-Go to the different area every week and give flyers and promote the product. -work start monday until friday from 8am to 6pm, saturday half day, sunday go to survey the area the have been setup at noon. - monday until wednesday we promote to all workers around the area and taking order if they want to buy. eg office restaurant shoplot , thursday and friday we open tu public too and we do the delivery.

## Education

Jun 2014 - Nov 2016

**International Islamic College**

Major :Office Management & Secretaryship  
(Grade :CGPA 3.60)

Jan 2009 - Nov 2013

**Sekolah Menengah Kebangsaan Gurun**

Major :Technical stream  
(Grade :SPM 4A 1B)

## Referees

**International Islamic College** Nur Jehan Farina bt Ahmad Fuad  
Email :nurjehanfarina@iic.edu.my  
(Contact No :N/A)

**International Islamic College** Nurfarahuwahida bt Rifin  
Email :Farahuwahida@iic.edu.my  
(Contact No :N/A)

## Skills

**Introduction To  
Business**

**Principles And  
Practice Of  
Management**

**Office System And  
Administration**

**Information Skills**

**Keyboarding**

**Records  
Management And  
Documentation**

**Interpersonal  
Communication**

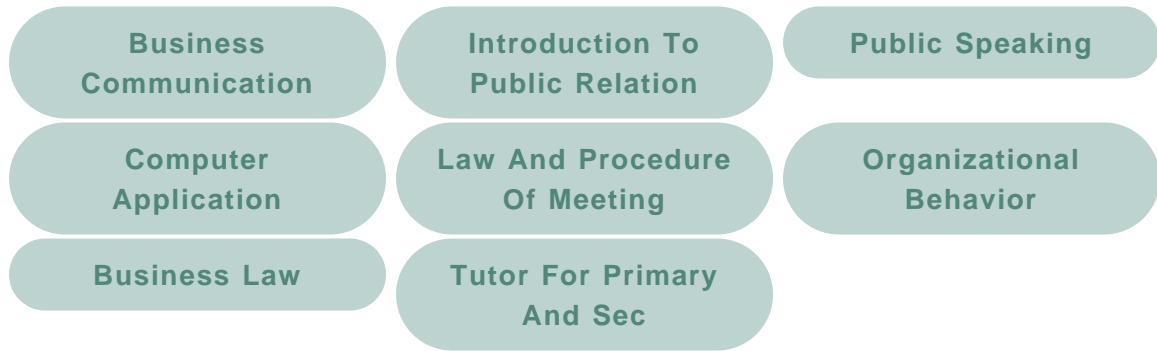
**Principle Of  
Accounting**

**Note Taking Skills**

**Introduction To  
Mandarin Language**

**Office Written And  
Documentation**

**Event Planning**



## Language

Language	Strength
English	Good
Bahasa Malaysia	Good
Chinese	Average
Tamil	Don't Know