

RESUME

NUR AZMINA BINTI DRAHMAN

NO.256, LORONG 2B, TAMAN DESA DAMAI,
97000, BINTULU, SARAWAK

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OBJECTIVE

- Seeking an exciting career in any field of Administration or related field where I can utilize and gain knowledge and take a challenging, creative and diversified projects.

PERSONAL PARTICULAR

NRIC	: 951030-13-6202	Marital Status	: Single
Date of Birth	: 30 October 1995	Nationality	: Malaysian
Place of Birth	: Hospital Bintulu	Religion	: Islam
Gender	: Female	Race	: Melanau
License	: Class D		

QUALIFICATION

Institution : Polytechnic Mukah Sarawak (PMU)
Qualification : Diploma in Secretarial Science
Year : 2013-2016
Achievement : Pnm (3.77) , Hpnm (3.05)

Institution : Sekolah Menengah Kebangsaan Baru Bintulu
Qualification : Malaysia Education Certificate (SPM)
Year : 2012
Achievement : 1A-, 4B+, 2B, 1C+, 1E

WORKING EXPERIENCES

1. 7 Eleven Company and KFC Holdings Bintulu as a Part-time Cashier for 3 months (2013)

- Keeping the counter and give the good service to the customer.
- Make sure the money is received and given is correct and sufficient.
- Handing all the money in cash machine to supervisor every end of shift.

Reason Resign : Further Study

2. Secret Recipe Cakes & Cafe Sdn.Bhd Bintulu Sarawak as a Cashier for 2 months (2014)

- Ensure the service given to the customer is the best and the cleanliness at the work area.

Reason Resign : Further Study

3. Parkcity Garden Inn Bintulu Sarawak as a Room Attendant for 1 months (2015)

- Changing bed linen and towels.
- Making beds vacuuming floors dusting and polishing furniture.
- Cleaning bathrooms and replacing stocks of guest supplies such as shampoo and soap.

Reason Resign : Further Study

4. Toys'R'us (M) Sdn Bhd as a Supervisor for 5 months (2016-2017)

- Completes operations by developing schedules, assigning and monitoring work, resolving operations problems.
- Provides quality service by enforcing quality and customer service standards.
- Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.

Reason Resign : Searching For A Suitable Job

INTERNSHIP(INDUSTRIAL TRAINING)

Years Attended	Name Of Company	Position/Role	Responsibility
June-November2015	Bintulu Development Authority (BDA)	Industrial Practical (Trainee)	Public Relations

SKILLS SUMMARY

1. Experienced with Microsoft Office such as Microsoft Words, Microsoft Excel, Microsoft Publisher and Microsoft Powerpoint.
2. Familiar with all basic of Office Management.

LANGUAGES

Proficiency (0=Poor - 10=Excellent)

Languages	Spoken	Written
Bahasa Malaysia	10	10
English	9	9

OTHER INFORMATION

- Adaptable and quick to learn new skills practically.
- Willing to work extra hours and enjoy travelling and meeting new people.
- Involve with Bintulu Kite Festival and Pesta Gudi event as committee member under Bintulu Authority Development (BDA)

REFERENCE

Name	Encik Muammar Quaddafi bin Abdul Razak
Phone	086-332011
Position	Public Relations Manager
Company	Bintulu Development Authority (BDA)
Address	Wisma Bintulu, No.1 Jalan Tanjung Kidurong, Peti Surat 55, 97007 Bintulu,Sarawak

Name	Encik Mohd Rizam bin Ibrahim
Phone	012-6361392
Position	Personal Advisor/Lecturer
Institution	Polytechnic Mukah Sarawak
Address	KM 7.5, Jalan Oya, 96400 Mukah, Sarawak

Name	Encik Besi Anak Nelson
Phone	017-8578514
Position	Department Manager
Company	Toys'R'us Malaysia Sdn Bhd
Address	Lot 10-18 & 19A, 3 rd Floor, Times Square Megamall, AH150, 97000 Bintulu, Sarawak