



## NOR SAZWANI BINTI ABDUL HALIM

**BACHELOR OF MUAMALAT  
ADMINISTRATION WITH HONOURS**

**ISLAMIC SCIENCE UNIVERSITY OF  
MALAYSIA (USIM)**

### CAREER OBJECTIVE

Seeking a challenging career with a progressive organizations that provides an opportunity to capitalize my technical skills & abilities in the field of administrative and finance management.

### PERSONAL SKILLS

- COMPUTER LITERACY
- NETWORKING
- COMMUNICATION
- INTERPERSONAL
- ANALYTICAL
- CREATIVITY
- PROBLEM SOLVING
- TEAMWORK
- FLEXIBILITY

### LANGUAGES PROFICIENCY

- MALAY**   
Writing & Speaking
- ENGLISH**   
Writing & Speaking
- ARABIC**   
Writing & Speaking

### REFERENCES

**PN .ROSNANI BT  
HJ ABDUL RAHIM,  
BCK.,**

- ✓ Accountant at Islamic Religious Council of Kedah State (MAIK)
- ✓ 04 7343755(Office)
- ✓ nanie@kedah.gov.my

**DR. NOR HAZIAH  
BINTI HASHIM**

- ✓ Senior Lecturer
- ✓ 06 7986324 (Office)
- ✓ haziah.h@usim.edu.my

### ABOUT ME

I was born on **3 May 1994** and now **24 years old**. My area of interest are Administration, Shariah Audit and Financial Management. I am a fast learner and hard worker and able to work under stress and eager to learn something new. Moreover, I am preferred and been strong in area that require problems solving. Apart from that, I am enjoy to participate in various activities and very comfortable working as a team. Besides, I am being committed and responsible in carrying out the assigned task perfectly. Thus, experiences have trained me to create strong relationship with individuals as well as my self-esteem when engaging in a public.

### EDUCATION

#### UNIVERSITI SAINS ISLAM MALAYSIA (2013-2017)

- ✓ Bachelor's Degree of Muamalat Administration
- ✓ CGPA - 3.46

#### KEDAH MATRICULATION COLLEGE (2012-2013)

- ✓ Foundations of accounting
- ✓ CGPA – 3.73

#### SEK.MEN.KEB TUN SHARIFAH RODZIAH (2007-2011)

- ✓ Sijil Pelajaran Malaysia (SPM)- 4A+1A-3B 1C
- ✓ Penilaian Menengah Rendah (PMR) – 3A 3B 3C

### WORK EXPERIENCE

#### AVAREAL SERVICES SHELL PETRON STATION

- ❖ **Job Position** – Cashier during semester break (2012-2016)
- ❖ **Work Description** – Handling cash registered and awarded the “Best Cashier”.

#### TELAGA BIRU SDN. BHD (ONE WEEK)

- ❖ **Job Position** – Salesperson
- ❖ **Work Description** – Sales the collections from Telaga Biru Sdn. Bhd during Convocation Day and Islamic Convention Entrepreneurships (iCEPS10) in year 2014.

#### ISLAMIC RELIGIOUS COUNCIL OF KEDAH STATE (MAIK) (20 Weeks/Five months)

- ❖ **Job Position** – Practical Student (Finance and Investment Department)
- ❖ **Work Description** – Compulsory for final year student completed industrial training programmed in order to graduate successfully at the end of the semester from Islamic Science University of Malaysia (USIM).

### ACHIEVMENTS

**2016**  
Islamic Convention Entrepreneurship (iCEPS12), Final Year Project - High Committee

**2016**  
Islamic Innovation Student Competition (iREKA16) – (Presenter of The Project)

**2015**  
The Exposition on Islamic Innovation (i-Inova) - (Presenter of the Project)

**2013/  
2014**  
Received Dean's List Award.

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