

## NORLIYANA BINTI ABDUL HAMID

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### EDUCATION BACKGROUND

#### **Bachelor of Information Technology (Hons.) Business Computing (Mac 2013 – July 2016)**

- University Technology MARA (TERENGGANU), Dungun Campus *CGPA – 3.24*
- Completed final year project (Bookstore E-Commerce System)
- Dean's Award for 2 consecutive semesters.

#### **Diploma in Accounting Information System (Jun 2009 - December 2012)**

- University Technology MARA (TERENGGANU), Dungun Campus *CGPA – 2.67*

#### **Sijil Pelajaran Malaysia (2008)**

- SekolahMenengahTeknik Kuantan *3A1 1B3 2B4 2C5 2C6*
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### WORKING EXPERIENCES

- 1. 19 August 2012 – 17 January 2013 -Pusat Kecemerlangan Akademik (PKA) UiTMT, Dungun**  
**Student service scheme / administrative clerk.**
  - Recording and updating databases, photocopying and scanning documents.
  - Communicate with customers and other individuals to answer questions and explain information.
  - Answer telephones, direct calls and take messages.
  - Compile, copy, sort and file records of office activities.
- 2. 1 June 2011 – 30 November 2011 – Kuantan Port Authority, Tanjung Gelang**  
**Accounting and information system internship.**
  - Handle a part of account, managing accounting documents and filing.
  - Prepare month-end reconciliations, aging reports, analysis of general ledger accounts, inventory reports, expenses and development expenditure.
  - Performing daily operations such as reconciliation of receipts, managing purchase order and local order.
  - Immediate contact issuance of invoices to customers.
  - Performing system development for Kuantan Port Authority (Tender System).
- 3. 22 February 2016 – 10 June 2016 - Saidina Smart Family Programme Consultancy (SSFP), Johor Bahru**  
**Information Technology internship.**
  - Recording and updating databases of SSFP.
  - Compile, sort and file records of SSFP client's activities.
  - Performing system development for the company (Student Tracking System).
- 4. 22 September 2016 – 6 February 2016 – Pharmacy Nadi Utama Sdn Bhd (Sungai Karang Branch)**  
**Pharmacist Assistant (Part Time)**
  - Assist customers in drugs prescription, ordering, sales and marketing.
- 5. 4 April – 15 May 2017 – Gasa Tulen (9<sup>th</sup> Turnaround MTBE Petronas Chemicals), Gebeng, Kuantan**  
**Technical Clerk / Assistant Documents Controller (Contract)**
  - Key in and update data entry Permit To Work (PTW)
  - Update database for equipments status and design interface for E-JIS Tracking System.

## LANGUAGES

Languages	Writing	Reading	Verbal
Malay	Excellent	Excellent	Excellent
English	Good	Good	Average

## COMPUTER SKILLS (Beginner, Intermediate, Advance)

- Microsoft Office – Word, Excel, Power Point – Advance
- Microsoft Access and Publisher – Intermediate
- Adobe – Photoshop and Dreamweaver – Intermediate
- MYOB – Beginner
- Oracle – Beginner
- PHP, HTML, XML languages – Intermediate
- Java Programming – Beginner

## EXTRA CO-CURRICULAR ACTIVITIES AND ACHIVEMENTS

YEAR	EVENTS
2016	Participate in Graduate Employability Boot Camp by Talent Corp Malaysia at Universiti Malaysia Pahang.
2015	Participate in MySilat MyFest 2015 World Record Holder – Largest Silat Lesson Performance organized by Persekutuan Seni Silat Cekak Pusaka Ustaz Hanafi Malaysia in Stadium Merdeka, Kuala Lumpur on 29 <sup>th</sup> August 2015 endorsed by Guinness World Records.
2015	Participate in Largest Silat Performance organized by Persekutuan Seni Silat Cekak Pusaka Ustaz Hanafi Malaysia endorsed by The Malaysia Book of Records.
2015	Participate in Innovation, Invention and Design Competition of courseware for Research Innovations Symposium Exposition 2015 (Bronze Medal).
2015	Participate in Educational Project of Innovation Competition 2015 (Silver Medal).
2014	Participate in Innovation, Invention and Design Competition of courseware for National Carnival on e-Learning 2014 (Silver Medal).
2014	Vice President in Debate Competition of Piala DYMM Sultan Zainal Abidin event, UiTM Dungun Campus.
2014	Volunteer in Program Kemasyarakatan (OPKIM) at Bukit Besi, Terengganu.
2013	Committee member, Debate Club Management, UiTM Dungun Campus.
2012	Treasurer of Pusat Kecemerlangan Akademik (PKA), UiTM Dungun Campus.
2010-2012	Committee member and commander of Kesatria Negara, UiTM Dungun Campus.
2008	Vice Chairman of Cultural & Tourism Club's in Sekolah Menengah Teknik Kuantan.
2008	Librarian Prefect at Sekolah Menengah Teknik Kuantan.
2008	Awarded LCCI: Level 2 Certificate in Book-keeping and Accounts.
2004-2008	Committee member of Police Cadet at SMK Pelabuhan and SM Teknik Kuantan.

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## REFERENCES

### 1. Dr Norlela Binti Samsudin

- Senior Lecturer of Science Computer
- UiTM (TERENGGANU), Dungun Campus,
- 013-939 1612

### 2. Puan Aida Binti Mustapha

- Advisor Lecturer in PKA
- UiTM (TERENGGANU), Dungun Campus
- 019-952 3370