



# NUR AININA BINTI ZAKARIA



## PERSONAL DETAILS

Address : G-4 Rumah Murah Kijal,  
24100, Kijal, Kemaman,  
Terengganu, Malaysia.  
No Tel : 011-37584977  
Email : [nuraininazakaria1107@gmail.com](mailto:nuraininazakaria1107@gmail.com)



## SUMMARY

- Capable to work under pressure and learn new things in a short time.
- Have basic management skills.
- Good leadership and interpersonal.
- Hardworking, confident, self-motivated, self-committed determination and mature.
- Be able to accomplish the task given within a specific time and able to work in groups.
- Able to communicate very well with people in any level.



## EDUCATION

**BACHELOR BUSINESS ADMINISTRATION (HONS)  
MANAGEMENT AND ENTREPRENEURSHIP**  
University Kuala Lumpur Business School (2014-2017)

### Achievement:

- CGPA 3.02 / 4.00

**SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM)**  
Sekolah Menengah Kebangsaan Sultan Ismail (2011-2012)

### Achievement:

- CGPA 2.50 / 4.00

**SIJIL PELAJARAN MALAYSIA (SPM)**  
Sekolah Menengah Kebangsaan Chukai (2009-2010)

### Achievement:

- 2A+, 1A, 1A-, 1B, 1C+, 2D



## LANGUAGES

Bahasa  
Malaysia ★★★★★ English ★★★★★ Mandarin ★★★☆☆



## SKILLS

### Microsoft Office:

Word ★★★★★ Excel ★★★★★ Power Point ★★★★★



## EXPERIENCE

**HRMA TRAINEE PETRONAS CHEMICALS LDPE SDN. BHD.**  
Kerteh, Kemaman, Terengganu – Sep–Dec 2016 (4 months)

- Try to handle staffs problem.
- Learn how to use system (SAP, HRDF, KKP).
- Basic knowledge about HRM and training.

**PROMOTER WANZAR&CO.**

**PWTC, Kuala Lumpur – 2016 (3 Days)**

- Greet people to enter the booth and approach them to buy the clothes to achieve target sales.

**UNIVERSITY KUALA LUMPUR BUSINESS SCHOOL**

**Kampung Baru, Kuala Lumpur - (2014 – 2017)**

### Extra-Circular Activities:

- Participated in the Entrepreneurship Seminar: Motivation and the Financing Process.
- Participated in Nature Heals in Ulu Yam Waterfall.
- Volunteer for UniKL Business School (UBIS) Colour Run 2015 "Colours Outta The Lines".
- Committee for #FreeMarketUniKL event under subject Social Entrepreneurship.
- Secretary and Committee for Sekinchan Field Trip to PLS Marketing Sdn. Bhd. under subject E-Marketing.
- Participated in the SEHATI event under MaGIC Social Entrepreneurship.
- Participated in Kem Tunas Usahawan at UniKL MIIT.
- Participated in the soft launch of Malaysians United Run 2015 by Institut Onn Ja'afar (IOJ) at Ministry of Defense Malaysia.
- Participated in XNR Team Building & Leadership Camp.
- Secretary and committee for Malam Alam Kasih Teratak Che Dah (TCD) - UniKL at Hotel Istana, Kuala Lumpur.
- 4th place in Business Pitching Competition at SMIDEX 2016 Kuala Lumpur Convention Center (KLCC).
- Orientation Committee (OC) for Welcoming Orientation Week (WOW) for intake September.



## REFEREES

**DR. NAZATUL SHIMA ABDUL RANI**

Senior Lecturer UniKL Business School

016-7989288

[shima.rani@unikl.edu.my](mailto:shima.rani@unikl.edu.my)

**MR. AL-SYED AMIR MOHD SHAFIQ MOHD SULAIMAN**

Internship Supervisor

017-5547057

[amir.mshafiq@petronas.com.my](mailto:amir.mshafiq@petronas.com.my)