

RESUME

NUR AQILAH BINTI YAHYA

SIJIL TINGGI PELAJARAN MALAYSIA (STPM)

Phone number [h/p] : 011-24033654
012-5822900

E-mail : aqilahyahya93@gmail.com
:nuraqilah507@yahoo.com



PERSONAL PARTICULARS

NRIC : 930827-08-5104
Nationality : Malaysian
Sex : Female
Marital Status : Single
Driving Licence : B2, D
Permanent Address : No.14,Perumahan Awam Sungai Dulang, 36300 Sungai
Sumun, Perak.

CAREER OBJECTIVE & PROFILE

- To have an excellent career in a reputed organization and to secure a promising position that offers both challenge and a good opportunity for growth
- To learn new knowledge and constanly to improve myself for the benefits of the organizations and my study
- Has initiative and reliable,easy to communicate,good in teamwork

EDUCATIONAL BACKGROUND

SMK KHIR JOHARI SUNGAI SUMUN (2012)
Sijil Tinggi Persekolahan Malaysia (STPM)
PNGK: 2.67

SMK KHIR JOHARI SUNGAI SUMUN (2010)
Sijil Pelajaran Malaysia (SPM)
2A 2B 2C 2D 1E

SKILLS

Languages:

Languages	Writing	Speaking	Reading
Malay	Excellent	Excellent	Excellent
English	Good	Good	Good

Computer Skills:

Knowledgeable Microsoft Word, Microsoft Excel, Microsoft Power Point and Microsoft Publisher

CAREER EXPERIENCES**TML REMITTANCE CENTER SDN BHD****Teller**

- Handling cash transaction to foreign country as a main responsibilities
- Conducting customer compliance to any problem accrued during transaction and follow up to make sure every compliance do is solve in appointed time
- As addition incharge keeping record to every transaction for daily, weekly and monthly report

KOLEJ KOMUNITI BAGAN DATOH**Clerk**

- provide the personal needed for organizational activities and to manage the general employee-employer relationship
- record management by supervised and administrated the digital or paper records, regardless of format given.
- counter service by give any information needed by the customer regarding Service

EXTRA CO- CURRICULAR ACTIVITIES

- Participate in PKBM camping jamboree state level of perak 2009
- Kadet Bersatu Malaysia (PKBM) Member 2009-2010
- School prefect (Naib penolong ketua umum) 2011-2012
- Approval certificate Pengakap Kelana members state of perak 2012
- Active Member in Student Body Council Form Six (MPP)
- Participate in Kejohanan Sukan Sekolah Tingkatan 6 regional state level of perak (handball) 2012

REFERENCE

TML Remittance Center Sdn Bhd 15, Lorong 1, Taman Seri Iskandar, 36400 Hutan Melintang Perak. 05-6415417	Kolej Komuniti Bagan Datok No 40-51, Lorong Lagenda 2 Medaniaga Lagenda 36400 Hutan Melintang Perak. 05-6413695 / 05-6413694
---	--