

	<p style="text-align: center;"><b>ANATI NUR ATHIRAH BINTI MD. DAMIN</b>          NO. 11,JALAN BINTANG,TAMAN WESTPOOL,          31400 IPOH, PERAK.</p> <p style="text-align: center;">NO.TEL : 018-3244436          E-mail : <a href="mailto:anatiathirah06@gmail.com">anatiathirah06@gmail.com</a></p>
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### OBJECTIVES

To best utilize my skills and knowledge for the job in your company besides to gain more experience and to improve myself in career enhancement and looking for new and competitive working environment. In addition, self-confidence and potential to become a human visionary in religion, race and country as well as be a useful person in the world and hereafter too.

### PERSONAL DATA

IC Number : 960603-08-5866	Date of birth : 3 June 1996
Age : 21	Gender : Female
Nationality : Malaysian	Marital Status : Single
Religion : Islam	
Permanent Address: No 5, Klebang Prima 3, Medan Klebang Prima, 31200 Chemor, Perak.	

### EDUCATION BACKGROUND

Diploma of Islamic Banking and Finance Ungku Omar Polytechnic (PUO)	Jun 2014 - Now	CGPA : 3.84
Sijil Pelajaran Malaysia (SPM) SMK Tasek Damai Ipoh	2012 - 2013	5A 1B 2C 1D
Penilaian Menengah Rendah (PMR) Sekolah Raja Perempuan Taayah	2009 - 2011	6A 3B

## WORK EXPERIENCE

### Trainee (Industrial Training- Dec 2015-Jun 2016)

Institut Tadbiran Islam Perak (INTIM)

- Key-in data of government voucher for 2014 to 2016
- Handle the daily operational work for Finance Department by systems
- Ensured every account receivable and payables activities about asset and others

## EXTRA CURRICULAR ACTIVITIES

### IN POLYTECHNIC

### ACTIVITIES/PROGRAMME

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|--------------|--|
| Semester 1   | -Participated in Toward 1 <sup>st</sup> Class Program                      |
| Semester 2   | -Participated in Program Seminar Zakat                                     |
| Semester 2   | -Martial Arts Club   |
| Semester 3   | -Joined Landscape Club   |
| Semester 6   | -Handle a program with Etiqa Takaful for Commerce Day                      |
| Semester 1-6 | -Committee members and members of the Diploma Islamic Banking and Finance. |

## SKILLS

- 1) Ability and skills when doing work team
- 2) Love to learn a new thing
- 3) Can speak in Malay and English
- 4) Able to speak in front of people

## ACHIEVEMENTS

- 1) Recipient of The Head of Department Award (Sem 1-5)
- 2) Recipient iPad 3.5 Award (Sem 1-5)

## REFERENCES

- 1) Puan Nor Linda Binti Mokhtar  
Lecturer of Diploma Islamic Banking and Finance Program,  
Ungku Omar Polytechnic, Ipoh, Perak.  
Phone Number: 012-5652554
- 2) Wan Azhariah Binti Ahmad  
Chief Clerk (Finance Department)  
Institut Tadbiran Islam Perak (INTIM)  
Jabatan Agama Islam Perak  
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