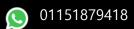
NIK NUR ZULAIKHA SUHAILIE



CONTACT INFORMATION

No.275E, Batu 4 1/2 Jalan Anak Bukit Alor Setar, Kedah.

M niknzulaikha0312@gmail.com



LANGUAGE PROFICIENCY

MALAY ••••••
ENGLISH ••••

SKILLS

Microsoft Office
Canva
Editing

REFERENCES

1. Raja Nurlela

(Manager Akiran Services Sdn. Bhd)

017-9003539

2. Mohammad Tariq

(Manager Gila Gadget Shah Alam)

0168464530

3. Mohd Anuar

(Manager Oksigema)

0126861327

PERSONAL PROFILE

I have great time management skills. I have been experiences working while study for full time. I experience doing this for about 2 years. I be full time student at day and work at the night shift. I am flexible, reliable and possess excellent time keeping skills.

WORKING EXPERIENCE

KENNY ROGER ROASTER (WAITRESS FULL TIME) DISEMBER 2018- MARCH 2019

· Present menu, answer questions, and make recommendations.

GILA GADGET SHAH ALAM (PROMOTER FULL TIME)

MARCH 2018- OKTOBER 2018

- Call customer to update about the latest info about their phone.
- Demonstrate and provide information on promoted products or services.
- Handle order customer for repair phone

AKIRAN SERVICES SHAH ALAM (HOUSEKEEPING MSU MEDICAL CENTRE) FULL TIME(FEBRUARY 2020-NOVEMBER 2020)

 Perform a variety of cleaning activities such as sweeping, mopping, and dusting.

OKSIMEGA SDN. BHD (LEADER NIGHT SHIFT HOUSEKEEPING MSU

MEDICAL CENTRE) FULL TIME

(NOVEMBER 2020-JUNE 2021)

 Deal with reasonable complaints or request with professionalism and patience and monitor staff night shift.

AKIRAN SERVICES KEDAH (LEADER NIGHT SHIFT HOUSEKEEPING

KEDAH MEDICAL CENTRE) FULL TIME

(JUNE 2021- NOVEMBER 2021 CURRENT)

 Ensure all rooms are cared for and inspected according to standards and monitor night shift staff.

EDUCATION HISTORY

PRIMARY SCHOOL

- SK SERI WAKAF BHARU (2007- 2009)
- SK CHUCHOH PUTERI 2009- 2013)

SECONDARY SCHOOL

- SMK WAKAF BHARU (2014- 2015)
- SMK PULAU SERAI (2016- DECEMBER 2016)
- SMK PUTERI TITIWANGSA (2017- 2018)

RESULT

- UPSR 2A 3B
- PT3 (2016): 5A3B2C
- SPM (2018): 4A 1B 1C+ 2D

(In a accounting stream, studied accounts and business)

ARCHIEVEMENT

- School Prefect
- Student affairs and co-curriculum excellence award 2018
- Join student leadership camp for 4 times