




# NIK NUR ZULAIKHA SUHAILIE



## CONTACT INFORMATION

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

 niknzulaikha0312@gmail.com

 01151879418

## 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