

**NAME**

NIK SITI HANIS BINTI MAT RIFFIN

ADDRESS

PT 215 KAMPUNG BINJAL
BUNUT SUSU,
17020 PASIR MAS,
KELANTAN

PHONE NUMBER

016 9560490

EMAIL

hanisanik8@gmail.com

DATE OF BIRTH

21 OCTOBER 2001

OCCUPATION

A FRESH GRADUATE

PLACE OF BIRTH

HOSPITAL AN`NISA
KOTA BHARU, KELANTAN

GENDER

FEMALE

INTERESTS

BOWLING
BAKING
NETFLIX
DRAWING

NIK SITI HANIS BINTI MAT RIFFIN

Management Information System (MIS) Executive

- Dedicated person
- Hard-working individual and have the passion in learning
- Able to operate effectively in a team
- Easy to adapt in work conditions

EDUCATION BACKGROUND

2017 – 2018	SIJIL PELAJARAN MALAYSIA (SPM) SEKOLAH MENENGAH KEBANGSAAN BUNUT SUSU, PASIR MAS, KELANTAN A-,2B+,2B,2C,1D
2019 – 2022	DIPLOMA INFORMATION MANAGEMENT CGPA SEMESTER 1 = 2.96 SEMESTER 2 = 3.05 SEMESTER 3 = 3.37 SEMESTER 4 = 3.56 SEMESTER 5 = 3.67

WORK EXPERIENCE

2019 – 2021	TEMPORARY SECRETARY HOME (WORK FOR MY DAD DURING MCO)
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SKILLS

- MICROSOFT OFFICE
- VIDEO EDITING

LANGUAGES

MALAY & ENGLISH