

## RESUME

Name : Nurfarhana Binti Gintin @ Hasrulsyam  
I.C Number : 920913-06-5514  
Permanent Address: Lorong Taman Rakyat, Peti Surat 340,  
89007 Keningau, Sabah, Malaysia  
Phone no. (H/P) : 013-8896312  
E-Mail : nurfarhanahasrul@gmail.com



## PERSONAL DETAILS

Age	: 24 years old	Nation	: Malaysian
Sex	: Female	Race	: Dusun
Marital Status	: Single	Birth Place	: Hosp. Besar Kuantan Pahang, Malaysia
Religion	: Islam		

## OBJECTIVE

**Finance Assistant/Admin/Account Management**

## EDUCATIONAL BACKGROUND

Year	Institution	Qualification
2012 - 2016	Kolej Universiti Islam Antarabangsa Selangor, Selangor Darul Ehsan	Bachelor in Islamic Finance (Banking) [HONS]
2010 - 2011	Sekolah Menengah Kebangsaan Keningau Dua, Keningau, Sabah	Sijil Tinggi Persekolahan Malaysia (STPM) & MUET
2005 - 2009	Sekolah Menengah Kebangsaan Keningau Dua, Keningau, Sabah	Sijil Pelajaran Malaysia (SPM)

## WORKING EXPERIENCE

Year	Company	Position
2016	TELEKOM MALAYSIA BERHAD (SL1M TM 9.0)	Executive Assistant (Telemarketing)
2016	Pusat Perkhidmatan Tabung Haji Keningau, Sabah	Industrial Training (Office Assistant)
2012	Servay Jaya Keningau, Keningau, Sabah	Part Time Promoter (Sales Product)
2010	Servay Jaya Keningau, Keningau, Sabah	Part Time Sales Assistant and Sales Assistant

## CO-CURRICULAR ACTIVITIES

Year	Club / Committee	Position
2015	Islamic Banking and Finance Committee	Protocol Committee
2011	Pre-U Unity	Bureau in Cleanliness
2009	Pembimbing Rakan Sebaya	Secretary Assistant

## PERSONAL INTERESTS

- Reading the motivational book and internet online
- Travelling and visit the historical place

## LANGUAGE ABILITY

Language:

- i. Malay : Excellent (Spoken) and Excellent (Written)
- ii. English : Good (Spoken) and Good (Written)
- iii. Arabic : Fair (Spoken) and Fair (Written)

## COMPUTER SKILLS

### Microsoft Office 2007/2013: -

Word : Beginner / Intermediate / **Advanced**  
PowerPoint : Beginner / Intermediate / **Advanced**  
Excel : Beginner / Intermediate / **Advanced**  
Access : Beginner / **Intermediate** / Advanced

## REFERENCES

Name : Norsiah Binti Santong  
Institution : Telekom Malaysia Berhad (128740-P)  
Position : Assistant Manager of SME Sabah  
Relationship : Supervisor of SL1M TM 9.0  
Contact : 012-8835356 / 088-233306

Name : Haji Zalani Bin Mohamed  
Organization : Pusat Perkhidmatan TH Keningau, Sabah, Malaysia  
Position : Branch Manager  
Relationship : Supervisor of Industrial Training  
Contact : 019-8510115 / 087-333266

Name : Miss Siti Masitah Binti Md. Zin  
Institution : Kolej Universiti Islam Antarabangsa Selangor, Malaysia  
Position : Head of Industrial Training Department  
Relationship : Industrial Training Lecturer  
Contact : 012-6126657 / sitimasitah@kuis.edu.my