



NURFATEN NADIA BINTI MOHD ZAMAN

Permanent Address: G-1-19 Lebuhr Damar Merah Taman Pendamar Indah 2, Klang Selangor

Mobile No.: 017-395 4535

E-Mail: nurnadiazaman@gmail.com

Career objective: A fresh graduate which emphasis on Business Administration and Human Resource aiming to help achieving company goals. Besides that, I'm willing to take on more responsibilities for the growth of the company.

Personal Particular

Age	: 24 years old	Mobility	: Car
Gender	: Female	Availability	: Immediately
Nationality	: Malaysian	Health	: Excellent
Marital Status	: Single	IC No.	: 930531-10-6084

Educational Background

Tertiary Education

Level	: Degree in Human Resource (Business Management)
Institution	: University Teknologi Mara (UiTM) Bandaraya Melaka
CGPA	: 3.17 (on-going) graduating on January 2017
Level	: Diploma in Office Management and Technology (Business Management)
Institution	: University Teknologi Mara (UiTM) Shah Alam
CGPA	: 3.49

Secondary Education

Level	: Sijil Pelajaran Malaysia
Course	: Pure Science
Institution	: Sek Men Kebangsaan (P) Raja Zarina, Klang Selangor
Graduation Date	: December 2010

Co-curriculum and Community Service

Singing Competition, UiTM Melaka (2nd Runner Up) (2016)
Committee of HURES (Human Resource Society) (2014-2015)
Netball Tournament (2010-2016)
Ramadhan Voluntary Charity, Cambodia (2015)
Marching (2010-2015)
Committee of OMSA (Office Management and Technology) (2011-2012)

Employment History

1. Company Name : **Kumpulan Wang Simpanan Pekerja (KWSP) Klang**
Position Title : Practical Trainee
Date Joined : August 2016 Date Left : November 2016
2. Company Name : **Indah Permai Forwarding Sdn Bhd**
Position Title : EDI Assistant
Date Joined : May 2014 Date Left : August 2014
Responsibilities : - Filling
- Billing
3. Company Name : **Pro Biz Solution Sdn Bhd (Johor Corporation)**
Position Title : Corporate Affairs and Business Development Trainee
Date Joined : April 2013 Date Left : June 2013
Responsibilities : - Developing marketing campaign for seminar
- Welcoming VVIP/VIP guest & handling embassy seminar
4. Company Name : **Golden Scoop Sdn Bhd (Baskin Robbins)**
Position Title : Crew / Rider
Date Joined : April 2012 Date Left : June 2012
Responsibilities : - Kitchen Crew
- Service Crew
5. Company Name : **Wanita Sdn Bhd**
Position Title : Sales marketer
Date Joined : January 2011 Date Left : May 2011
Responsibilities : - Sales and Promotion

Languages Proficiency

Language	Spoken	Written
Bahasa Malaysia	Excellent	Excellent
English	Good	Good

Personal Strength

Highly motivated person, flexible, fast learner, dedicated, capable to work in team or independently to achieve goals.

Personal References

Name : Mr. Helmy Fadlisham
Telephone No. : 012 602 1977
Position : Human Resource Advisor, UiTM Bandaraya Melaka

Name : Mr. S. Parameswaran
Telephone No. : 03 3325 1625
Position : Branch Manager, KWSP Klang