

Norhazrena BT Zulkafli

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PERSONAL DETAILS

Date of Birth : 17TH October 1995
Gender : Female
Marital status : Single
Age : 21 years
Race : Malay
Nationality : Malaysian
Language proficiency : B. Melayu – Excellent
English – Good

OBJECTIVES

A hardworking economics undergraduate with proven leadership and organizational skills seeking for a competitive position this continuously stimulates the organization and personal growth. Practically, I am looking for an opportunity to do my internship in order to complete my studies as a final year student. In addition, I also would like to obtain a challenging and responsibilities as well as to gain more experiences and knowledge so that it can be applied in my career path.

EDUCATION BACKGROUND

2014-2016 Undergraduate of Bachelor Degree with Honors in Economics and Administration
(Monetary and Fiscal) at *The National University of Malaysia (UKM)*
2013-2014 Accounting Programme at *Negeri Sembilan Matriculation College (KMNS)*
2008-2012 Science Programme at *Kuala Selangor Science Secondary School (KUSESS)*

WORK EXPERIENCE

1. *BENDANG café* at UNISEL as a kitchen helper (June 2010)
2. *MAIJAM'S Caterer* at UNISEL as a part time kitchen helper (2011)
 - ✓ Worked well as a team with chef and other staffs
 - ✓ Involved in operation of preparing food for customers
3. *A&Z Computer* at UNISEL as a cashier (November 2012)
4. *IMPRESSED Cold-pressed juice* at KL Sentral as a sale assistant (August 2015)
5. *Castania nut boutique* at Mid valley Megamall as a sale assistant (August 2016)
 - ✓ Able to communicate with foreign n local customers
 - ✓ Efficient in computation
 - ✓ Learnt how to deal with customers
 - ✓ Manage to work well by following the company's SOP
6. *Prettygalsacademy business* as a freelance makeup artist
 - ✓ Manage to work and making decision independently
 - ✓ Fulfil customers' requests
 - ✓ Gain passive net income

SKILLS

- Good communication and interpersonal skill
- Committed in team work deadlines and fulfilling responsibility
- Hardworking and willing to work for flexible and minimal supervision
- Eager to try something new and challenging
- Have experience in research and fieldwork about effectiveness of GPS, signboard and internet navigation in Kajang also effect of GST and subsidy towards utility bill in Petaling Jaya

ACHIEVEMENTS

- Current CGPA 3.5 in Bachelor Degree with Honors in Economics and Administration at The National University of Malaysia (UKM)
- JPA scholarship recipient
- CGPA 4.0 in Accounting Programme at *Negeri Sembilan Matriculation College* 2014
- Silver award in curriculum camping for state level 2011/2012
- Gold award in marching for district level 2009/2010

CO-CURRICULAR ACTIVITIES

- Engaged in Faculty Sports Carnival under Faculty Economics and Management as a Comitee Member (2016)
- Leader of technical post for Replant and Regrowth Programme under Kolej Ibrahim Yaakob's club(2016)
- Active Comitee Member for Cultural Club Kolej Ibrahim Yaakob (2015)

REFERENCES

1. Prof. Madya Dr Shahida Shahimi

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2. Assoc. Prof Dr Tamat Sarmidi

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