

# NURUL FAZLEEN BINTI MOHD ARIFFIN

Seri Kembangan, Selangor | M: 017-6115017 | nfazleen@yahoo.com



## SUMMARY

Highly motivated Human Resource Management graduate seeking a generalist position where I can use my knowledge and expertise in Human Resources to carry out various responsibilities in functional areas such as training and development, recruitment, policy implementation and employee relations.

## PERSONAL INFORMATION

- Age : 26
- I/c Number : 910830-14-5480
- Status: Single
- Address : No 5, Jln LEP 4/19, Taman Lestari Putra, Seksyen 4, 43300 Seri Kembangan, Selangor.

## EDUCATION

January 2017

**Master in Human Resource Development**  
**Universiti Putra Malaysia**  
Completed Final Semester  
2nd Semester CGPA : 3.46

October 2014

**Bachelor Degree in Human Resource Management**  
**Universiti Pertahanan Nasional Malaysia**  
CGPA : 3.20

2010

**STPM**  
**SMK Sg Besi**  
CGPA : 2.75  
MUET : Band 3

## EXPERIENCE

10/2014 to 09/2015

**Junior Executive**  
**CIMB Bank**

- Inbound customer services for collection department.
- Handles calls from new and existing customers regarding a variety of request about their loan and mortgage.
- Handles customer questions, complaints, and billing inquiries with the highest degree of courtesy and professionalism to resolve customer issues with one call resolution.

08/2013 to 01/2014

**Internship**  
**Green Building Development Sdn. Bhd.**

- Prepare HRM report including checking mileage claims and reimbursements/staff absence & attendance/medical & annual leave taken/target set & achievement
- Prepare KWSP & SOCSO/Filing of Forms & Receipts/Update HRM data
- Update tender & filing

## LANGUAGES

Good command in spoken and written English and Bahasa Malaysia.

## IT SKILLS

- MS Office Word, MS Power Point, MS Excel.

## MISCELLANEOUS

- Possesses own transport and able to drive
- Flexibility to work
- Willingness to learn new thing and challenges
- Teamwork and Cooperation

- Availability: Immediate
- Expected Salary: RM2100.00 (negotiable)

## REFERENCES

- **Name : Miss Menagah Mathivanan**
- Company : CIMB Bank Berhad
- Position : Executive
- Telephone Number : 014-3384120
- **Name : Dr Siti Rabaah**
- Faculty : Faculty of Educational Studies, UPM.
- Position : Academic Supervisor
- Telephone Number : 013-3944265