



## NURUL ATIQA



### WHY ME

24 years old who have passion in information and records management. Can develop and carry out an efficient documentation and filing system. Good in detailed writing or documenting under ISO environment. Possess positive working attitude and able to learn new challenges. Possess strong interpersonal skills and knowledge of computer especially MS Office.

Highly skill in client and vendor relations and negotiations. I am able to handle files until completion, accustomed to perform in deadline driven environment with emphasis on working within budget requirements. Highly organized and detail-oriented individual who works well with others.



### CONTACT ME



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No.10, Lot 3111  
Kg DelekKanan,  
41250, Klang, Selangor.



### SKILLS & PERSONAL STRENGTH

MS OFFICE	<div></div>
MOVIE MAKER	<div></div>
ADOBE IN DESIGN	<div></div>
COMMUNICATION	<div></div>
TEAMWORK	<div></div>
PROBLEM SOLVING	<div></div>
MULTI TASKING	<div></div>



### EDUCATION BACKGROUND

#### BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY MANAGEMENT

UiTM Puncak Perdana, Shah Alam

CGPA: 3.24

March 2013- July 2015

#### DIPLOMA IN INFORMATION MANAGEMENT

Universiti Teknologi Mara (UiTM) Merbok, Kedah

CGPA: 3.05

July 2010- November 2012

#### SIJIL PELAJARAN MALAYSIA (SPM)

SMK Tengku Ampuan Rahimah (STAR),Klang

4A 3B 1C

2005-2009



### WORK EXPERIENCE

#### ADMIN EXECUTIVE

Clicks Network Sdn Bhd.

Aug-Dec 2016

Handling of administration of documentation to provide assistance to the project team and liaise with relevant authorities. Assist in preparing project progress & report, company profile by collecting information.As the custodian for physical filing for the company and responsible for vendor certification and renewal.

#### DOCUMENT CONTROLLER

Angsana Tunas Sdn Bhd.

Dec 2015- Feb 2016

Maintain up to date record of all approved documents and drawings given to related staff, subcontractors and suppliers. Typing of site documents and follows up the entire site needed. Coordinate submission document to/ from client/ sub- contractor. Our client such as Maxis, Huawei, U-Mobile. (Telco industry)



### AWARDS

#### DEAN'S AWARD

Awards given by UiTM as an acknowledgement of excellent academic achievement in semester 7 (March-July 2015).

#### LCCI LEVEL 2 CERTIFICATE IN BOOK-KEEPING AND ACCOUNTS (BAHASA MELAYU)

Pass with Distinction in examination. This qualification is awarded in partnership with the Ministry of Education Malaysia, is equivalent to the LCCI Level 2 Certificate In Book-Keeping and Accounts. (2009)



### REFEREE

ANUAR MOHD SIMOH  
Consultant  
SIRIM Technical Library

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E : myanuarms@gmail.com

A : Shah Alam, Selangor

MOHD KAMARUL ARIFFIN  
Project Manager  
Clicks Network SdnBhd

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