

NURUL NAFISHA BT JUSOH

A02-09 VISTA PRIMA PERSIARAN BUKIT PUCHONG,

BANDAR BUKIT PUCHONG, 47100 PUCHONG SELANGOR.

(H/P) +60193890112

EMAIL: nurulnafishajusoh@gmail.com



OBJECTIVE

To obtain an entry-level secretarial position that requires knowledge of computer software, communication skills and organization abilities. To obtain a challenging administrative support position in an office environment performing a variety of secretarial tasks. To obtain secretarial employment with a progressive company seeking an ambitious, dedicated early-career team member to grow in a career-oriented administrative support positions. Key skills individuals are listed below:

Microsoft Office, Internet, Customers Services and Telemarketers

PERSONAL DATA

NRIC Number : 960424-06-5464
Date Of Birth : April 24th 1996
Place Of Birth : Pahang
Gender : Female
Race : Malay
Religion : Islam
Nationality : Malaysian
Health : Good

LANGUAGES

Languages	Malay	() Beginner	() Fair	(/) Fluent
	English	() Beginner	() Fair	(/) Fluent
	Other	() Beginner	() Fair	() Fluent

SKILLS

Skill(s)	Microsoft Office & Internet	() Beginner	() Intermediate	(/) Expert
	Customer Services	() Beginner	(/) Intermediate	() Expert
	Marketing	(/) Beginner	() Intermediate	() Expert
	Keyboarding Skills	() Beginner	() Intermediate	(/) Expert

EDUCATIONAL BACKGROUND

Years	School	Grade
2009-2013	SEK.MEN.KEB JENGKA 21	SIJIL TINGGI PELAJARAN MALAYSIA
2014-2017	KUALA LUMPUR METROPOLITAN UNIVERSITY COLLEGE	DIPLOMA IN E- SECRETARYSHIP

WORKING EXPERIENCE

Employer : EDISI IMPIAN
Employment : DECEMBER 2014
Position : SALES PROMOTER
Job Description:

- Explain products or services and answers question from clients

OTHERS

Expected Salary : RM 1500
Availability : Immediate
Willing To Travel : Yes

REFERENCE

MADAM SITI SALZIANA
LECTURER OF DOCUMENT PROCESSING
STAFF IN KLMUC
+60132025700

MADAM YUSLIA HANIZA
LECTURE OF PROFESSIONAL OFFICE PROCEDURES
STAFF IN KLMUC
+60125854373

NURUL NAFISHA BT JUSOH
A 0209 VISTA PRIMA PERSIARAN BUKIT PUCHONG, BANDAR BUKIT
PUCHONG, 47100 PUCHONG SELANGOR.

(H/P) 0182849927

nurulnafishajusoh@gmail.com

Dear sir / Madam

I am a junior majoring in E-Secretary student at Kuala Lumpur Metropolitan University Collage in search a summer Secretarial internship and possible part-time work during the practical. I found your offering to internship student at Jobstreet.com which that there might be an secretarial intern position available in your company. If so, I would like to be considered for the position.

As my resume indicates, I don't have any experience in working in secretarial jobs or office job. I am very interested in the hands-on aspect of this internships. I would appreciate a few minutes of your time to further discuss this internship opportunity. If you need to contact me, my number is 0193890112.

Thank you very much for considering my request. I look forward to talking to you.

Sincerely,

(NURUL NAFISHA BT JUSOH)

019-3890112

KUALA LUMPUR METROPOLITAN UNIVERSITY COLLEGE

GROUND FLOOR, WISMA SACHDEV, 16-2, JALAN RAJA LAUT, 50350 KUALA LUMPUR

Name : NURUL NAFISHA JUSOH

Sex : FEMALE

Birth Date : 24/04/1996

StudentNo : 01-201409-00135

Address : NO 96 FELDA PUTRI MALU JENGKA 13
26400 BANDAR PUSAT JENGKA
PAHANG

IC/No : 960424-06-5464

Citizenship : MALAYSIA

FinalCGPA : 2.89



Program : DIPLOMA IN E-SECRETARYSHIP

SUBJECT CODE	SUBJECT NAME	CREDIT HOUR	GRADE/ STATUS	SUBJECT CODE	SUBJECT NAME	CREDIT HOUR	GRADE/ STATUS
SEMESTER : SEPTEMBER, 2014				BDS 311	Document Processing 2	3	A
BDS 102	Professional Outlook & Etiquette	3	C	GPA : 2.86			
HOURS EARNED : 15.00 (15.00) (Satisfactory)				CGPA : 2.86			
MPU 2123	Pengajian Malaysia 2	3	C+	SEMESTER : MAY, 2016			
EDI 102	Introduction to Information Technology	3	C+	BDM 222	Human Resource Management	3	C-
UFS 103	PC Competency	3	B	BDS 303	Administrative Office Management	3	B
UFS 101A	Reading, Vocabulary & Grammar 1	3	B+	BDC 323	Computerised Accounting System	3	B
GPA : 2.60				MPU 2412	Social and Human Skills Project	2	A-
CGPA : 2.60				UFS 301	Essentials Business Communication Skills	3	A
HOURS EARNED : 15.00 (15.00) (Satisfactory)				GPA : 3.01			
SEMESTER : JANUARY, 2015				CGPA : 2.89			
UFS 102	Contemporary Business Ethics	3	C	HOURS EARNED : 14.00 (78.00) (Satisfactory)			
MPU 2222	Principles Of Morals And Ethics	2	C	NO ALTERATION OR ADDITION IS HERE BY AUTHORISED			
BDS 103	Professional Office Procedures 1	3	B+	THIS TRANSCRIPT WAS ISSUED BY THE OFFICE REGISTRAR			
BDE 123	Advanced PC Competency	3	A	REGISTRAR			
BDS 100	Keyboarding	3	A	DATE : 12/6/2016			
GPA : 3.06							
CGPA : 2.82							
HOURS EARNED : 14.00 (29.00) (Satisfactory)							
SEMESTER : JUNE, 2015							
MPU 2232	Effective Communication Skills	2	C-				
BDS 703	Records Management	3	C				
UFS 111A	Reading, Vocabulary & Grammar 2	3	A-				
GPA : 2.58							
CGPA : 2.77							
HOURS EARNED : 8.00 (37.00) (Satisfactory)							
SEMESTER : SEPTEMBER, 2015							
BDS 613	Public Relations	3	C				
UFS 201A	Drama and Role-Play in English	3	B-				
BDS 303A	Note- Taking Superwrite 1	3	B+				
BDS 203	Professional Office Procedures 2	3	A-				
BDS 301	Document Processing 1	3	A				
GPA : 3.09							
CGPA : 2.86							
HOURS EARNED : 15.00 (52.00) (Satisfactory)							
SEMESTER : JANUARY, 2016							
BDM 203	Business Negotiation	2	C-				
UFS 211A	Basic Academic Reading & Writing	3	C				
BDM 101	Business Mathematics	2	B+				
MPU 2312	The Precepts of Islam	2	B+				

CERTIFIED TRUE COPY

ASMAHANI BINTI KADIR
Head of Admission & Graduation
Kuala Lumpur Metropolitan University College

PRACTICAL USED -