



**Nor Shahira Binti Yahya**

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Status : Single

Religion : Islam

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**Career objectives**

- To obtain new experiences that will enable me to utilize all skills and knowledge.
- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.
- Management or administrative position that utilizes my writing skills and enables me to make a positive contribution to the organization.

**Education**

UiTM Kampus Puncak Alam, 42300 Bandar Puncak Alam, Selangor (2015-2017)

Bachelor of Business Administration (Hons) Business Economics

Current CGPA: 3.21

UiTM Terengganu, Kampus Kuala Terengganu, (2012-2015)

Jalan Kubang Ikan, Chendering

21080 Kuala Terengganu,

Diploma of Business Studies

CGPA: 3.38

SMK Taman Bunga Raya 1, Bukit Beruntung, (2007-2011)

48300 Rawang Selangor Darul Ehsan

SPM: 7A

## **Relevant Coursework**

Intermediate Microeconomics, Statistical Methods, Personal Financial Planning, Intermediate Macroeconomics, Econometrics, Managerial Economics, International Economics, Monetary Economics, Industrial Economics, Economics Issues and Policies, Public Finance, Strategic Management

## **Relevant Experience**

**Global-Pacific Manufacturing Sdn. Bhd**, General Clerk, June 2015-September 2015,

- Filing of purchasing order, invoice, bank slip, debit and credit note.
- Receptionist
- Customer service
- Keep track of raw material
- Received order from customer

## **Additional Experience**

**Tutor**, UiTM Kampus Kuala Terengganu, Microeconomics and Macroeconomics, 2013-2014

- Tutored junior students from the same faculty.

## **Co-Curricular Activities**

- Executive Secretary for Business Economics Student Society (BESS) from 2015 until 2016.
- Secretary for economic forum 'Ringgit Depreciation and Its Impact' 2016
- Involved in handling BESS Community Social Responsibility (CSR) 2015
- Involved in handling UiTM Business Case Study Competition 2015
- Participated in theater performance of UiTM BIZZ Fair 2015
- Participated in BESS Bowling Tournament 2015

## **Skills**

- Computerized skill for Microsoft.
- Econometrics skills.
- Writing economics working paper.
- Hypothesis testing.
- E-views skills.
- Regression model interpretation.

## **References**

En Mohamad Shahril Bin Mohamad Besir  
Industrial Training Coordinator.  
Faculty of Business and Management  
,UiTM Kampus Puncak Alam  
03-32585012

Pn Juliana Kamarudin  
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