

RESUME

Name : Noor Aina Shamira Binti Zulkipli

Adress : No. 15, Jalan TPP 1/23, Taman
Perindustrian Puchong, 47160,
Puchong, Selangor

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PERSONAL PARTICULAR

Age	: 20	Race	: Malay
Date of Birth	: 13 June 1996	Nationality	: Malaysia
Religion	: Islam	Health	: Excellent
Place of Birth	: Taiping, Perak	Height	: 150 cm
Gender	: Female	Weight	: 40 kg
Marital Status : Single			

EDUCATIONAL BACKGROUND

Highest Education

Level : Diploma Human Resource Management
Major : Human Resource Management
Institution : Universiti Sultan Zainal Abidin
Graduation Date : October 2016
CGPA : 3.67

Second Highest Education

Level : Sijil Pelajaran Malaysia (SPM)
Major : Office Management
School : Sekolah Menengah Teknik Taiping
Achievement : 7A 2B
Year : 2013

Third Highest Education

Level : Penilaian Menengah Rendah (PMR)

School : Sekolah Menengah Kebangsaan Simpang

Achievement : 7A 1B

Year : 2011

SKILLS

Computer Program : Microsoft Office (Word / Excel / Powerpoint)

Language : Fluent in Malay (writing, speaking and reading)

: Fair in English

WORKING EXPERIENCES

- Cashier at Sallys Western Food at UTM Skudai December 2013 – Jun 2014
- Receptionist cum Admin Clerk at Travelite Marketing October - December 2016

CONTRIBUTION AND ACHIEVEMENT

- Dean List Semester 1 – 5 (2014-2015)
- Join uniform bodies of Pasukan Simpanan Tentera Darat, Askar Wataniah, 2014-2016 (UniSZA)
- Exco Academic in Student Association of Human Resource Management, 2014-2016 (UniSZA)
- Participate in Territorial Army recruits (Kursus Asas Perajurit Muda Siri 3/2015)
- Participate in Program Perkhemahan Jiwa Tempur Kor Askar Wataniah – Sept 2015
- Participate in Program University - Community Relationship (UCE) – July 2015
- Participate in UniSZA Debate Program 48 hours – April 2015
- Participate in UniSZA Bina Semangat Jati Diri Camping – November 2014
- Participate in Program UniSZA ‘SINCERE’ Kor Askar Wataniah & Kesatria II – November 2014
- Participate in Sinergy Camp Kor Askar Wataniah – July 2014
- Best student of SPM 2013 – 7A

POSITIVE CRITERIA

- A team player, quick learner, open minded, cheerful, positive thinking, hardworking, motivated person, able to work under pressure, highly independent and willing to travel.

REFERENCES

Name : Azlina binti Abdullah,

Tel Number : 010-9001513

Position : Lecturer

Faculty of Economy, Science and Management

Universiti Sultan Zainal Abidin

Name : Vivian Ooi

Tel Number : 012-6867122

Position : HR & Admin Executive

Company : Travelite Marketing