

NURUL NAFISHA BT JUSOH  
 A02-09 VISTA PRIMA PERSIARAN BUKIT PUCHONG,  
 BANDAR BUKIT PUCHONG, 47100 PUCHONG SELANGOR.  
 (H/P) +60193890112  
 EMAIL: [nurulnafishajusoh@gmail.com](mailto: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 24<sup>th</sup> 1996  
 Place Of Birth : Pahang  
 Gender : Female  
 Race : Malay  
 Religion : Islam  
 Nationality : Malaysian  
 Health : Good

## LANGUAGES

Languages	Malay	<input type="checkbox"/> Beginner	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent
	English	<input type="checkbox"/> Beginner	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent
	Other	<input type="checkbox"/> Beginner	<input type="checkbox"/> Fair	<input type="checkbox"/> Fluent

## SKILLS

Skill(s)	Microsoft Office & Internet	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
	Customer Services	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
	Marketing	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert
	Keyboarding Skills	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Expert

## EDUCATIONAL BACKGROUND

Years	School	Grade
2009-2013	SEK.MEN.KEB JENGKA 21	SJIL 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 KL MUC  
+60132025700

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

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

**(H/P) 0182849927**

[nurulnafishajusoh@gmail.com](mailto:nurulnafishajusoh@gmail.com)

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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,

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(NURUL NAFISHA BT JUSOH)

019-3890112

**KUALA LUMPUR METROPOLITAN UNIVERSITY COLLEGE**

GROUND FLOOR, WISMA SAGHDEV, 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  
PAHANGIC/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
<b>SEMESTER : SEPTEMBER, 2014</b>				BDS 311	Document Processing 2	3	A
BDS 102	Professional Outlook & Etiquette	3	C	GPA : 2.86 CGPA : 2.86			
<b>HOURS EARNED : 15.00 (15.00) (Satisfactory)</b>				<b>SEMESTER : MAY, 2016</b>			
MPU 2123	Pengajian Malaysia 2	3	C+	BDM 222	Human Resource Management	3	C-
EDI 102	Introduction to Information Technology	3	C+	BDS 303	Administrative Office Management	3	B
UFS 103	PC Competency	3	B	BDC 323	Computerised Accounting System	3	B
UFS 101A	Reading, Vocabulary & Grammar 1	3	B+	MPU 2412	Social and Human Skills Project	2	A-
GPA : 2.60 CGPA : 2.60				UFS 301	Essentials Business Communication Skills	3	A
<b>SEMESTER : JANUARY, 2015</b>				GPA : 3.01 CGPA : 2.89			
UFS 102	Contemporary Business	3	C	<b>HOURS EARNED : 14.00 (78.00) (Satisfactory)</b>			
MPU 2222	Principles Of Morals And Ethics	2	C	<b>NO ALTERATION OR ADDITION IS HERE BY AUTHORISED</b>			
BDS 103	Professional Office Procedures 1	3	B+	<b>THIS TRANSCRIPT WAS ISSUED BY THE OFFICE REGISTERED</b>			
BDE 123	Advanced PC Competency	3	A	DATE : 12/6/2016			
BDS 100	Keyboarding	3	A	REGISTRAR			
GPA : 3.06 CGPA : 2.82							
<b>HOURS EARNED : 14.00 (29.00) (Satisfactory)</b>							
<b>SEMESTER : JUNE, 2015</b>							
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							
<b>HOURS EARNED : 8.00 (37.00) (Satisfactory)</b>							
<b>SEMESTER : SEPTEMBER, 2015</b>							
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							
<b>HOURS EARNED : 15.00 (52.00) (Satisfactory)</b>							
<b>SEMESTER : JANUARY, 2016</b>							
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**\*\*\*\*\*  
ASMAHAN BINTI KADIR  
Head of Admission & Graduation  
Kuala Lumpur Metropolitan University College

- PRACTICAL USED -

RPN 17756)

LEMBAGA PEPERIKSAAN  
KEMENTERIAN PENDIDIKAN MALAYSIA

(LP/KOM.6) Pin. 1/2013

SIJIL PELAJARAN MALAYSIA 2013

NAMA : NORUL NAFIHA BINTI JUSOH  
NO. K/P 960424-06-5464  
SEKOLAH SMA JENGA 21, MARAN PAHANG

ANGKA GILIRAN : CM013A061  
KOD DAFTAR : B JEN. DAHULU: 0

KOD	NAMA MATA PELAJARAN	GRE
1103	BAHASA MELAYU	B+ KEPUJIAN TERTINGGI
1119	BAHASA INGGERIS	D LULUS ATAS
1223	PENDIDIKAN ISLAM	B KEPUJIAN TINGGI
1249	SEJARAH	C KEPUJIAN
1449	MATHEMATICS	D LULUS ATAS
1511	SCIENCE	C KEPUJIAN
3755	PERDAGANGAN	D LULUS ATAS
3765	INFORMATION AND COMMUNICATION TECHNOLOGY	D LULUS ATAS

1119(GCE-O) - H  
PERKARA ASAS TAPDHU 'AIN - LULUS  
LAYAK MENDAPAT SIJIL

PENGARAH PEPERIKSAAN



21<sup>st</sup> December 2016

Dear Human Resource Department,

**APPLICATION FOR PRACTICUM PLACEMENT**

With reference to the above matter, the Faculty of Management and Business Technology, Kuala Lumpur Metropolitan University College (KLMUC) is seeking your kind cooperation and assistance to consider our student's application for a practicum placement. The objective of this practicum is to provide the real world exposure to our students to enhance their understanding on the expectations of industries. Please find the attached resume of the student below.

Name	Student ID	Programme
Nurul Nafisha binti Jusoh	01-201409-00135	Diploma in E-Secretaryship

The duration of the practicum is a minimum of 12 weeks beginning **13<sup>th</sup> February 2017 until 5<sup>th</sup> May 2017**.

We would be grateful if you could revert to us using the attached reply form before **27<sup>th</sup> January 2017**.

For further information, please do not hesitate to contact the Practicum Coordinator, Miss Azleena binti Abdul Rahman at 019-2216176 or email to [azleena.rahman@klmuc.edu.my](mailto:azleena.rahman@klmuc.edu.my)

Your kind consideration on the above application is greatly appreciated.

Thank you.

Regards,



**AZLEENA BINTI ABDUL RAHMAN**  
Practicum Coordinator  
Faculty of Management and Business Technology



**REPLY FORM**  
**FACULTY OF MANAGEMENT AND BUSINESS TECHNOLOGY**  
**KUALA LUMPUR METROPOLITAN UNIVERSITY COLLEGE**  
**TEL: 03-2604 6000 ext: 6107**  
(To be returned to Faculty of Management and Business Technology)

Date : .....

To:

Practicum Coordinator  
Faculty of Management and Business Technology (FMBT)  
Kuala Lumpur Metropolitan University College (KLMUC)  
Level 20, Menara Tun Ismail Mohamad Ali  
No. 25, Jalan Raja Laut  
50350 Kuala Lumpur

Dear Sir / Madam,

**APPLICATION FOR PRACTICUM PLACEMENT**

With reference to the above matter, your letter dated 21<sup>st</sup> December 2016 is referred.

We are pleased to inform that our company (\*Please tick in the appropriate box):

<input type="checkbox"/>	has agreed
<input type="checkbox"/>	is not able

to accommodate the following student to undergo their practicum beginning from 13<sup>th</sup> February 2017 until 5<sup>th</sup> May 2017 in our company.

Student name	Programme	Industrial Supervisor name
	Diploma in E-Secretaryship	

Attached herewith is our general requirement cum a guideline with regards to the job scope during the period of practicum.

Thank you.

Yours sincerely,

Company's stamp:

.....  
(Signature)

Officer name :  
Designation :  
Contact No :  
Email :