

Name Nazatul Annisa Binti Jamaludin Address A-4-19, Pangsapuri Sri Kayan, Taman Pinggiran USJ 2/1, 47610 Subang Jaya, Selangor. Contact No 013-2582004 I/C No 930829-07-5604 Date of Birth 29 August 1993 Age 24 years old Marital Status Single Email [annisa2908@gmail.com](mailto:annisa2908@gmail.com)

|  |
| --- |
| **CAREER OBJECTIVE** |

I am looking for a chance to build up my skills and experience besides enhancing my knowledge so that I would be an excellent and productive employee and most of all, contribute to the success of the company.

|  |
| --- |
| **EDUCATION BACKGROUND** |

Institution **Kuala Lumpur Metropolitan University College** **(KLMUC)** Field of study Business Management (School of Business Management) Course Diploma in Business Management Duration September 2012 – August 2015 Graduation Day 23 July 2017 CGPA 3.24

**2009 – 2010** **Sekolah Menengah Kebangsaan Seksyen 19 Shah Alam** Certificate in High School Education (SPM)

|  |
| --- |
| **WORKING EXPERIENCE** |

August 2015 – March 2017 **Admin Assistant as Bank/Financial Institution**  FPH Advisory Phileo Damansara | PJ,

Monthly Salary MYR RM 1,500

Responsible to handle Mortgage Outsource Company that markets bank products to the consumers and develops housing loan applications by evaluating information and documentations.

2014 Jan – March 2015 **Quality Control Staff (Part – time)** Metrix Research Sdn Bhd, Menara Dato’ Onn PWTC | Kuala Lumpur,

Monthly Salary MYR RM 1,200

Quality control job function is to do the observation/ validation for some information consumer to ensure info given is genuine and make use for our client needs.

Dec 2011 – June 2013 **Interviewer (Contract)** Metrix Research Sdn Bhd, Menara Dato’ Onn PWTC | Kuala Lumpur,

Monthly Salary MYR RM 2,400

Interviewing respondent to get their feedback on current/politics issues.

March 2011 – Dec 2011 **Human Resource Clerk** Ceva Logistics Bukit Jelutong | Shah Alam,

Monthly Salary MYR RM 1,300

Handling foreign worker’s and operators payroll.

Dec 2010 – March 2011 **Operator** JVC Manufacturing Sdn Bhd Shah Alam,

Monthly Salary MYR RM 800

Required to be flexible and proactive in order to be able to perform these tasks effectively.

|  |
| --- |
| **LEADERSHIP ACTIVITY** |

30 April 2015 **Event Planner**

Has contributed and participated in KLMUC Secretary’s Week 2015.

17 June 2015 – 28 July 2015 **Final Year Project**

Participated as raising charity fund for Rumah Bakti Nur Syaheera and to do the thesis (black book) for final year project.

|  |
| --- |
| **SKILLS/ STRENGTH** |

**Computer Skills:**

* Competent in Microsoft Word, Excel, and Power Point.
* Able to operate office equipment.

**Communication Skills:**

* Can speak fluent in Bahasa Melayu and English.
* Have the skills to communicate and interact well with all levels of society.

**Personal Strength:**

* Hardworking, high self-confidence and work well in group.
* Self-motivated, highly disciplined and positive thinker.
* Independent worker.
* Willing to learn new things and fast learner.
* Good interpersonal and communication skills.
* Able to lead and encourage others.
* My expected salary RM 2,000 and above