**RESUME**



NAME : NURNADIA BINTI AZMI

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**OBJECTIVE:** TO OBTAIN A POSITION THAT WILL ENABLE ME TO USE MY COMPUTER SKILLS, EDUCATIONAL BACKGROUND, AND ABILITY TO WORK WELL WITH PEOPLE.

**EDUCATIONAL BACKGROUND**

2014 - PRESENT BACHELOR IN CUSTOMER SERVICE MANAGEMENT (HONS)

2011-2014 UNIVERSITY TECHNOLOGY MARA (UITM) MERBOK, KEDAH DIPLOMA IN OFFICE MANAGEMENT

CGPA: 2.88

2011 UNIVERSITY TECHNOLOGY MARA (UITM) PULAU PINANG (MAY-SEPT) PRE-DIPLOMA

CGPA: 3.57

2010 SMK PENANTI, BUKIT MERTAJAM, PULAU PINANG

GRADE: 3 A-, 2 B+, 1 B, 1 C, 2 D

**WORKING WORK EXPERIENCE**

2015- PRESENT NURNADIA CATERING

JOB DESCRIPTION: PERSONAL ASSISTANT (PART-TIME)

2015 (JUL-AUG) MAMMABUNZ

JOB DESCRIPTION: BAKER

2014 (JUL –AUG) KFC

JOB DESCRIPTION: CASHIER (DRIVE-THRU)

2013(OCT – NOV) AEON JUSCO BANDAR PERDA

JOB DESCRIPTION: PROMOTER CROCODILE BRAND

2012 (APR – JUN) D’LAILA VENTURES

JOB DESCRIPTION: DECORATING CAKE AND COOKIES

2011(MAR – MAY) THE STORE BM PLAZA

JOB DESCRIPTION: PROMOTER BEBE BRAND

**HONOURS/AWARDS**

2011 PARTICIPANT IN “PROGRAM LATIHAN KHIDMAT NEGARA 2011” TELUK NIPAH, KUALA MUDA, KEDAH

**EXTRA CURRICULUM ACTIVITIES**

2016 INVITATION COMMITTEE OF EVENT “CONQUERING THE MONSTER”

2013 OMSA MEMBERS, EXCO OF GAME IN OMSA FAMILY DAY, UITM KEDAH (DIPLOMA)

2012 REPRESENTATIVE UITM KEDAH NETBALL “KARISMA”

2011 MEMBER OF SUKOL “COLLEGE SPORT”, JOINS DANCING PERFORMANCE FOR CLOSING SUKOL DAY (DIPLOMA)

**LANGUAGE**

PROFICIENCY IN MALAY AND ENGLISH

**COMPUTER SKILLS**

PROFICIENT IN MICROSOFT WORD, PUBLISHER, POWERPOINT

\*\*\*TYPING SKILLS

**PERSONAL CHARACTERISTIC**

• ABLE TO PERFORM WELL BOTH IN GROUP OR INDIVIDUAL WORK SITUATION

• ABLE TO ADAPT TO VARIOUS ENVIRONMENTS AND WORKPLACE CONDITION

• ABLE AND WILLING TO TRAVEL

**REFERRENCES**

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| MOHAMMAD ZAIM BIN MOHD SALLEH  (LECTURER)  [zaim3085@puncakalam.uitm.edu.my](mailto:zaim3085@puncakalam.uitm.edu.my)  03-32585131 (O)  FACULTY BUSINESS AND MANAGEMENT  UNIVERSITI TEKNOLOGI MARA  KAMPUS PUNCAK ALAM  42300 KUALA SELANGOR, SELANGOR. | RAHAYU BINTI HASANORDIN  (LECTURER)  [rahayu484@gmail.com](mailto:rahayu484@gmail.com)  03-32685062 (O)  FACULTYBUSINESS AND MANAGEMENT  UNIVERSITI TEKNOLOGI MARA  KAMPUS PUNCAK ALAM  42300 KUALA SELANGOR, SELANGOR. |