

**Diploma In Administrative Management**

**EDUCATION BACKGROUND**

**ADDRESS :** 2 709 Blok 2 Jalan Matahari U5/117 Seksyen U5 Panasuria

40170 Shah Alam Selangor

**MAIL ADDRESS :** Student Industrial Training

Unit, Universiti Selangor,

Jalan Zirkon A 7/A,

Seksyen 7, 40000 Shah

Alam, Selangor Darul Ehsan

**PHONE :** 017-3233459

**EMAIL :** nurul.fatin96.nffa@gmail.com

**CONTACT INFORMATION**

**NAME** : Nurul Fatin Farhana binti Abu

**NRIC :** 960711-03-5460

**MARITIAL STATUS :** Single

**NATIONALITY :** Malaysian

**RACE :** Malay

**RELIGION :** Islam

**PERSONAL INFORMATION**

**Career Objectives**

Career an internship placement in admin management, where knowledge of administrative is applied and my contribution to the organization is meaningful



**SEKOLAH MENENGAH KEBANGSAAN SUBANG BESTARI**

Sijil Pelajaran Malaysia (SPM)

Year of Study : 2013

Pass all subject

**UNIVERSITI SELANGOR**

**SHAH ALAM**

Diploma In Administrative Management (DAM)

Year of Study : 2014 - 2017

Current GPA : 2.20

Current CGPA : 2.26

**WORK EXPERIENCE**

**Promoter**

**Sky Park**

**(2013)**

* Serve Customer
* Cashier
* Promote product

Computer Skills

* Microsoft Word
* Microsoft Excel
* Microsoft Access
* Power point
* Photoshop

**TECHNICAL SKILLS**

**PERSONAL SKILLS**

* Motivated and positive minded
* Capable for working in long time in front computer
* Can work independently or team with commitment
* Participation in MSSM Handball 2010 – 2013
* 1st (Lempar Cakera), 2011
* 1st Tournament Badminton, 2012
* Certificates of school prefect, 2010 - 2013
* Certificates of participation joined Community Service Program, 2016
* Certificates of participation joined Event Management, 2016
* Certificates of participation (PGC) Peers Guardian Club, 2016

**AWARDS/ACTIVITIES/HONOURS**