



# NURUL ALIS AMRAN



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## MY PROFILE

Gender: Female  
Date of Birth: 17 November 1999  
Race: Malay/ Islam  
Nationality: Malaysian

## PERSONAL ATTRIBUTE

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish my career. I am self-motivated that have initiative to improve myself to be a good worker and gain some good experience. I adapt easily in different environments and have flexible time if company needs me to do overtime.

## SKILLS

Microsoft Word	●●●●●●●●
Microsoft PowerPoint	●●●●●●●●
Microsoft Excel	●●●●●●●●
Team Work	●●●●●●●●
Willingness to Learn	●●●●●●●●
Time Management	●●●●●●●●
Typing Speed	●●●●●●●●

## LANGUAGES

Malay	●●●●●●●●
English	●●●●●●●●
Mandarin	●●●●●●●●

## REFERENCES

**Mr. Chew Keai Chuan**  
Director  
Hyper Mobile Sdn. Bhd  
+6012-4111196

**Shamsinar Ibrahim**  
Management Department  
Business management Faculty of  
University Technology Mara  
shamsinar508@uitm.edu.my  
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## EDUCATION

### DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY

2018-2021  
Universiti Teknologi Mara (UiTM)  
CGPA : 3.11

### ACHIEVEMENTS

- Mentor mentee program under MDAB at UiTM Bertam Pulau Pinang
- Greenpong Volunteer Work at Tanjung Dawai
- Committee Members of Exhibition innovation of Office Management Festival

### SIJIL PELAJARAN MALAYSIA (SPM)

2012-2016  
Sekolah Menengah Kebangsaan Sungai Acheh

### ACHIEVEMENTS

- Police Cadet Marching Competition
- Police Cadet Shooting Training

## WORK EXPERIENCES

### HYPER MOBILE SDN.BHD (September 2021 – Currently working)

Position : Sales Executive  
Industry : Telecommunication  
Job Description : Responsible to build up business by identifying new business prospects. Serves customer by selling product and meeting new customer.

### CAMCAM FASHION (July 2020 – September 2020) (Semester Break)

Position : Sales Assistant  
Industry : Fashion  
Job Description : Greet customer, Help customers find items in the boutique. Also help customer with their shopping requirement.

### DMAMA SEAFOOD (Jan 2020 – Feb 2020) (Semester Break)

Position : Kitchen Helper  
Industry : Restaurant and Food Services  
Job Description : Preparing meal ingredient, properly washing and drying all dishes and also clean the kitchen.

### VANS COLLECTION ( May 2018 – Jun 2018) (Semester Break)

Position : Sales Assistant  
Industry : Apparel Accessories Sports equipment  
Job Description : Greet customer, serve customer, helping customer with their shopping requirement