



Nur Allysa Binti Mohd Redzuan Chan

Looking to work as a fresh graduate in a dynamic organization seeking an individual with the ability to prioritize work in administrative capacity. Skilled in prioritizing and completing tasks independently. working experience with Microsoft Office and Google Calander.

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Allysa Nur

Johor Bahru, Malaysia

General Skills

Microsoft Office Social Media management

Outlook Canva Accurate data entry

Preficiency with photocopies & scanners

Google Calender

Soft skills

Verbal and written communication Fast learner

Research & analysis Time management

English Chinese Malay

Attention to detail

Work Experience

Corporate Insights Analyst

Wisesight Malaysia

Feb 2019 - Aug 2019

- Analyse and code high volume of social data of users' activities.
- Compile data and insights gathered into presentation reports for clients.
- Provide Sales support and Admin duties.
- Assists with Branding and Advertising initiatives.
- Any others ad hoc duties assigned.

Education

Universiti Putra Malaysia

BS in Statistics

2015 - 2019

- Graduated with a 3.29 CGPA
- Elective subject: Science Computer, Japanese Language
- Member of the Malay Traditional Dance club

Kolej Matrikulasi Pahang

Matriculation Programme Science PST Module II

2014 - 2015

- Graduated with a 3.86 CGPA
- Member of Lantern Day Celebration KMPH 2014 and Chinese New Year Celebration KMPH 2015
- Facilitator for English Day

SMK Taman Mount Austin

Sijil Pelajaran Malaysia in Science

2012 - 2013

- Graduated with 5 A's (Mathematics, Additional Mathematics, Physics, History, Islamic Studies)
- President of the School Sales Department Club
- Secretary of the Pergerakan Puteri Islam
- Vice Treasurer of the Badminton Club
- Team Leader of the School Prefect