



NURHAZIQA BINTI JAAFAR

PERSONAL PARTICULARS

ADDRESS : Lot 570-2, KM 11, Kampung Pernu, 75460, Melaka.
TELEPHONE : +60134174289
EMAIL : nurhaziqah.jaafar@yahoo.com
IC NUMBER : 980110-56-5376
DATE OF BIRTH : 10 January 1998

EDUCATIONAL BACKGROUND

2019-Present : **Bachelor in Business Administration (Hons) Islamic Banking**
Universiti Teknologi MARA Johor, Segamat Campus

2016- 2019 : **Diploma In Islamic Banking and Finance**
Kolej Profesional Mara Bandar Melaka

2011-2015 : **Sijil Pelajaran Malaysia (SPM)**
Penilaian Menengah Rendah (PMR)
Sekolah Menengah Kebangsaan Seri Pagi

2005-2010 : **Ujian Penilaian Sekolah Rendah (UPSR)**
Sekolah Kebangsaan Serkam Darat

SKILLS

- **LANGUAGES**
 1. Malay : well-spoken and well written
 2. English : well-spoken and well written
- **COMPUTER PROGRAMME**

Microsoft Office Tools:

 - Microsoft Word
 - Microsoft Power Point
 - Microsoft Excel
- **LEADERSHIP, TEAMWORK, MANAGEMENT & OTHERS**
 - Able to work in individuals and individual environment
 - Computer literate
 - Independent, helpful, friendly, responsible, hardworking and concerned person

WORK EXPERIENCE

Cashier

- PETRONAS PETROL STATION TAMAN BANDAR SENAWANG
 - February - June 2019
- Duties:
- Helped merchandiser top-up stocks on the rack
 - Helped the supervisor to key in the data when the oil tanker arrived

Industrial training

- AMANAH SAHAM NASIONAL BERHAD (ASNB) SEREMBAN
 - 8 October 2018 - 8 February 2019
- Duties :
- Customer service
 - Able to explain about ASNB products
 - Able to prepare the minutes of meeting
 - Able to handle the office management