NUR NAJEEHA BINTI MOHD RAHAN
[redacted]

JOB OBJECTIVES

To obtain a permanent, contract or daily part-time position in an organization that offers a professional working environment and enables me to utilize my knowledge, skills, and experiences and provides further career enhancement while meeting the organization's goals.

PERSONAL CHARACTERISTIC

- Enthusiastic, quick to learn with good interpersonal and organizational skills.
- Possess the skills and knowledge of leadership.
- Dedicated to performing tasks and ready to face work challenges.
- Able to work independently and capable of working under pressure.
- Responsible and decisive.
- Uses initiative to develop effective solutions of problems

PROFESSIONAL SKILLS

- Teamwork ●●●●●
- Microsoft Office Word ●●●●●
- Microsoft Office Excel ●●●●●
- Microsoft Office Power Point ●●●●●
- Matlab ●●●○○
- Mathematica ●●●○○
- Wilcom Embroidery ●●●●○

LANGUAGES

- Malay ●●●●●
- English ●●●○○
- Arabic ●●●○○

EDUCATION BACKGROUND

2020 : **GIATMARA KEPONG, SELANGOR**
CERTIFICATE OF COMPUTERIZED EMBROIDERY AND CREATIVE CLASS

2011 – 2013 : **UNIVERSITI INSTITUTE TEKNOLOGI MARA (UITM) SHAH ALAM**
BACHELOR OF SCIENCE (HONOUR) MATHEMATIC
CGPA : SECOND CLASS
GRADUATED ON : 09 NOVEMBER 2013

2008 – 2010 : **UNIVERSITI INSTITUTE TEKNOLOGI MARA (UITM) MELAKA**
DIPLOMA IN QUANTITATIVE
CGPA : 3.42/4.00
GRADUATED ON : NOT GRADUATED
(Fast Track to Degree)

2008 – 2008 : **UNIVERSITI INSTITUTE TEKNOLOGI MARA (UITM) KUALA PILAH**
PRA DIPLOMA SAINS
CGPA : 3.93/4.00
GRADUATED ON : APRIL 2012

: **MALAYSIAN UNIVERSITY ENGLISH TEST (MUET)**
RESULT : BAND 2

2003 – 2007 : **SMKA TUN PERAK,, JASIN MELAKA**
SIJIL PELAJARAN MALAYSIA (SPM) : 4A 5B 2C 1D
PENILAIAN MENENGAH RENDAH (PMR) : 7A 2B

WORKING EXPERIENCES

- **AKADEMI ERA CEMERLANG SARI**
  Subjects: Mathematic and Additional Mathematic (secondary school)
  Subjects: Malay Language, Mathematics, Science (primary school)
  December 2023 – Present
- **TUITION TEACHER (HOME / SCHOOL)**
  Subjects: Mathematic and Additional Mathematic
  September 2018 – Present
- **TAILOR AND CRAFT CREATIVE WITH EMBROIDERY**
  All attire for men and women, curtain, and craft
  April 2019 – Present
- **SUBSTITUTE TEACHER**
  Sekolah Rendah Kebangsaan Bemban, Jasin Melaka
  January 2019 – April 2019
- **Malaysia Airpots Holding Berhad (MAHB)**
  Supervisor at Business Intelligent Unit Malaysian Airport Niaga, KLIA
  March 2015 – April 2018
- **Malacca State Office of Women Development**
  Pembantu Tadbir N17 (PSH)
  05 November 2013 – 20 February 2015

MISCELLANEOUS

- Willing to travel and relocate
- Has driving license of class D
- Posses own transport

REFERENCES

[redacted]

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NUR NADIAH CAREER SERVICES