



NURIN AFIQA BINTI YUSNI

PERSONAL INFORMATION

Date of birth : 9 OCTOBER 2000
Age : 24
Civil status : Single
Religion : Islam
Gender : Female
Hp : 017-38124950
Email Address :
nrnfqhhyusni@gmail.com

EDUCATION

● **Jelebu community college, Negeri Sembilan.**

Building construction technology certificate.

Completed in 2020

● **Malaysian Certificate of Education (SPM).**

Tasik Puteri national high school, Rawang Selangor.

Completed in 2017

● **Diploma in civil engineering.**

Ungku omar polytechnic, ipoh.

Completed in 2023

WORK EXPERIENCE

● **Internship , FB global development, kajang, selangor.**

- Utilized software including Autocadd.
- Site visit and see how they do the construction work.
- Managed offices duties including ordering materials, answering email and making phone calls.

● **O'briens irish sandwich cafe @ 1 Utama Shopping Mall Waitress , Sandwich Maker & Coffee Barista (Full Time)**

- Instructed guests on menu specials, took food and beverage orders, and answered any questions which may have arisen.
- Invited customers into the restaurant in a friendly manner and seated them at appropriate tables.
 - Making sandwich fast and correctly.
- Restocking any supplies , chips and cookies.

● **Adminitration assistant , W Design Associates Sdn Bhd, Mont kiara**

- Preparing, organising and maintaining file and records softcopy and hardcopy.
 - Dealing with queries on the phone and by email.
 - Managing day to day operations of the office.
- Duties of filling, binding, data entry , copying and scanning of relevant documents.
 - Responsible for monitoring office key, security code, copier codes, password for page/account, software account and office equipment on loan such as company car/ photocopier.
- Manage reception area and greet client/ visitor with a positive and helpful attitude.

SKILLS / STRENGTH

- Excellent written and verbal communication skills.
- Advanced computer system skills.
- Independent, teamwork , trust and hardworking.
- Active listening skills.
- Friendliness and personalbility.
- Dare to face all the challanges ahead.
- Time management skills.

LANGUAGE

- Language (spoken / written) : Malay and English.
- Drive license : DA