



NUR TAHIRAH BINTI AB HAMID

ENTRY LEVEL

Phone No. : 011- 3358 0898

Email : tahirahamid99@gmail.com

Address : Lot 2702, Kampung Tok Jawa, Jalan Tawang, 16020 Bachok, Kelantan

LinkedIn : www.linkedin.com/in/tahirah-hamid-210423227

PROFESSIONAL SUMMARY

A detail-oriented graduate with a Bachelor of Economics from Universiti Putra Malaysia, UPM with a CGPA of 3.668. Recently completed a rigorous eight-month protégé programme at CIMB, gaining invaluable experience in reviewing legal documents as well as providing effective assistance to senior executives in handling litigation matters. Currently seeking a position in a professional environment that offers tremendous career growth opportunities. Possess analytical skills and the ability to work in a team as well as independently, good management of multi-task projects and working under pressure.

WORK EXPERIENCE

Protégé

Nov 2022 - June 2023

CIMB, Kuala Lumpur

Division & Department: Consumer Credit Operations (CCO) - Secured Collection & Recovery (SCR)

- Handled litigation matters related to property and foreclosure proceedings.
- Assisted in documentation, operational support and other responsibilities as assigned from time to time.
- Reviewed, perused and ensured all legal documents were in order before initiation of legal action.
- Managed to review a high volume of 1000+ legal documents for Islamic accounts.
- Prepared internal memos related to legal documents confidentially.

Internship

Mar 2022 - July 2022

ABH Inspire Global Sdn Bhd, Selangor

- Involved in the administrative management of the company.
- Participated in the preparation of Training Programs, Seminars and Event Management organized by the company.
- Produced reports to present recommendations for company data acquisition.
- Created content and utilized social media platforms to promote activities to the target audience and generated significant engagement with followers.

Cashier

Jan 2017 - May 2017

Kedai Gambar Suria Jaya Niaga, Kelantan

- Processed cash, handled refunds and counted cash in the cash drawer and ensured no shortage.
- Provided outstanding customer service, collected payments and answered customer inquiries.

EDUCATION

Universiti Putra Malaysia (UPM)

2018 - 2022

Bachelor of Economics, CGPA 3.668

Bachelor Dissertation: Impact of Foreign Direct Investment Inflows on Unemployment in Malaysia

Kolej Matrikulasi Kelantan

2017 - 2018

Accountancy, CGPA 3.87, MUET Band 3

SMK Beris Panchor

2012 - 2016

Sijil Pelajaran Malaysia (SPM), 6A 1B

LANGUAGES

- Malay (*Native Speaker*)
- English (*Professional Working Proficiency*)

TECHNICAL SKILLS

- Microsoft Office
- Data analysis
- Statistical analysis
- EViews
- STATA

SOFT SKILLS

- Analytical Thinking
- Detail Oriented
- Time Management
- Adaptability
- Teamwork

ACHIEVEMENTS & ACTIVITIES

SCHOOL OF BUSINESS AND ECONOMICS, UPM (2018-2022)

- Vice Chancellor's List Award for Semester 7 with a GPA of 4.00.
- Dean's List Award:
 - Semester 2 with GPA 3.765
 - Semester 3 with GPA 3.787
- Participated in the Be \$mart Programme organized by CIMB Foundation.
- Participated in Himpunan Mahasiswa, Graduan & Profesional Muda Bumiputera 2018 organized by UiTM Shah Alam.
- Volunteered at Karnival Pembudayaan Keusahawanan Muda 2019 organized by the Faculty of Economics and Management, UPM.
- Volunteered in a community service project (Bakti Siswa) that was initiated by the Co-Curriculum and Student Development Centre, UPM.
 - Involved in house-to-house cleaning service at Desa Pinggiran Putra, Selangor.
 - Collected donations on behalf of the project for *asnaf* around Kampung Dato Abu Bakar Baginda, Selangor.
 - Organized activities for children of Kampung Dato Abu Bakar Baginda, Selangor community.

REFERENCES

CHOW WAI FUN | 012 - 3096028

Team Manager / Supervisor

CCO-Secured Collection & Recovery, CIMB

waifun.chow@cimb.com

MIMI ASMIDA BINTI MOHD JELANI | 010 - 3973487

Manager / Supervisor

ABH Inspire Global Sdn Bhd

abh.inspireglobal@gmail.com