



# NOR IDAYU BINTI ISMAIL

BACHELOR IN BUSINESS  
ADMINISTRATION (hons) ISLAMIC  
BANKING

## CAREER OBJECTIVE

I'm a fresh graduates currently looking for a full-time position in industry. I would like to utilize my skills and experience as well as my passion in industry. Moreover, I'm a fast learner and i would like to work with other professionals to improve my skills which allow me to further contribute in the field of business administration.

## PERSONAL INFORMATION

Age : 25 years old  
Marital status : Single  
Nationality : Malaysian  
Language : Malay, English

## CONTACT INFORMATION

Phone : 019-9565589  
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Address : Villa Danau Apartment, 53300  
Setapak, Kuala Lumpur.

## WORK EXPERIENCES

- **Editor**  
*FOTOZZOOM (January 2014 - May 2014)*
- **Admin**  
*MH ZURIS FLORAL (June 2014 - August 2014)*
- **Admin/Secretariat (Internship)**  
*MINISTRY OF DEFENCE (March 2019 - June 2019)*
- **Admin**  
*NATIONAL BLOOD CENTRE (October 2019 - January 2020)*

## EDUCATION

- **UNIVERSITI TEKNOLOGI MARA (UITM) PUNCAK ALAM**  
*Bachelor of Business Administration (Hons) Islamic Banking  
(2017 - 2019)*
- **UNIVERSITI TEKNOLOGI MARA (UITM) RAUB, PAHANG**  
*Diploma in Banking Studies  
(2014 - 2016)*
- **SEKOLAH MENENGAH KEBANGSAAN PAHI, KUALA KRAI, KELANTAN**  
*Penilaian Menengah Rendah (PMR)  
Sijil Pelajaran Malaysia (SPM)  
(2009 - 2013)*

## SKILLS LEVEL

- MICROSOFT WORD - EXCELLENT
- MICROSOFT POWERPOINT - EXCELLENT
- MICROSOFT EXCEL - MODERATE