

Nur Hidayah Yacob

ADMINISTRATIVE EXECUTIVE



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Malaysia, Kuala Lumpur, 54200, Malaysia



SKILLS

Administrative Assistance

Communication

Microsoft Office

Administrative Office

Teamwork

REFERENCE

References available upon request

DRIVING LICENSE

Driving license category

B2

LANGUAGES

Bahasa Melayu

English

Korean

French

PERSONAL DETAILS

Date of birth

17 Sep 1983

Nationality

Malaysian

Marital status

Married

ABOUT ME

To obtain a full-time position in any related field, where I can utilize my experience and education to contribute and work well with people. The goal is to make a positive impact in every way possible for the company I would work for. It could be for career growth, career advancement, or to improve my own personal development. Currently I'm not working, I'm a stay at home mom. Previously I've worked with Leonardo Malaysia Sdn Bhd, as Training Administrator from 2015 until 2021.

WORK EXPERIENCE

Training Administrator

Customer Care Leonardo Helicopters Malaysia Sdn Bhd / Subang, Malaysia / May 2015 - Oct 2021

Administrative Assistance

Bureau Veritas (M) Sdn Bhd / Kuala Lumpur / Mar 2014 - Mar 2015

Clerical

CIMB Bank Berhad / Kuala Lumpur / May 2006 - Sep 2013

EDUCATION

Bachelor

Universiti Utara Malaysia-KL Campus / Kuala Lumpur / 2012
Bachelor (Hons) Business Administration

Higher National Diploma

International Islamic College / Kuala Lumpur / 2004
Diploma in Business Administration

SPM

Sekolah Menengah Kebangsaan Kepong / Kuala Lumpur / 2000