



NURULJANNAH BINTI KHAIRUNNIZAM

Mobile : 016 - 3761957

Email : jannahnizam04@gmail.com

Address: Seri Manjung, Perak.

SUMMARY

A meticulous and organized expected graduate student specializing in Mathematics (Big Data Analytics) seeks to apply for available related position in a reputable organization. **Available to start working immediately.**

WORKING EXPERIENCES

1. Sitiawan Driving Academy, Sitiawan, Perak

(Aug 2023 – present)

Administrative & Customer Service Representative

- Greeted customers in a courteous and professional manner while providing quality customer service to approximately 80 guests per day, assisting students with inquiries and scheduling driving lessons.
- Efficiently managed administrative tasks, including data entry, file organization and document processing, resulting in 80% reduction in processing time and increased productivity within the department.
- Typed memos, correspondence, reports, and other documentation including follow-up letters to customers to ensure their questions were addressed.
- Assist the company in public relations matters between the company and the Road Transport Department (JPJ).
- Solve the problems of candidates for driving institutes with special needs (OKU) and help in the process of obtaining a valid license.

2. Gifted Media Digital Media Agency, Lumut, Perak

(March 2023 – Jul 2023)

Industrial Intern – Business Sales Analyst

- Collected, organized, and analyzed sales data to identify trends, patterns and insights for digital marketing projects and initiatives.
- Closely collaborated with the sales team to streamline and improve sales processes by 95%; recommended changes to workflow, tools, and digital marketing to enhance efficiency and effectiveness by 95%.
- Refined lead scoring models and assessed the quality of leads produced by marketing initiatives to increase the sales team's focus on high-potential leads.
- Monitored expenses and revenue to ensure that the sales team operates within budgetary constraints.

EDUCATION

Universiti Teknologi MARA (UiTM) Shah Alam

(2021 - 2023)

Bachelor of Science (Hons) Mathematics (Minor in Big Data Analytics)

Final Year Project (FYP): Convex Selective Active Contour Model for Image Segmentation

Universiti Teknologi MARA (UiTM) Kampus Tapah

(2018 - 2021)

Diploma in Mathematical Science

ACHIEVEMENT

- Received Award of Anugerah Emas Pemimpin Terbaik Nadwah Kepimpinan Islam (2017)
 - Awarded to 15 best leadership among 100 Sekolah Berasrama Penuh (SBP) leader (2017)
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LEADERSHIP EXPERIENCES

President of Mathematical Sciences Club (May 2019 - May 2020)

- Representative of this club for 1 years.
- Provides overall leadership and direction for the club organization.
- Represented the club in Vice Chancellor yearly meeting.

Orientation Committee of Student Welfare Bureau of UiTM Tapah (July 2019)

- Handled at least 3,000 new intake students at UiTM Tapah.
- Responsible for handling early emergency cases regarding the students' health and safety before referring them to healthcare unit.

Community Service Operation @ Chenderiang, Perak (July 2019)

- Involved in volunteering activities with villagers & natives.
- Spokesperson of motivational talk for primary school students.

Secretariat of Communications & Corporate Image (Apr 2018 - May 2019)

- Assisting communication activities of the organization.
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SKILLS

• **Software:**

Microsoft Office (Word, PowerPoint and Excel) – **Advanced**
Power BI, Python, R-Programming, IBM SPSS – **Advanced**

• **Soft skills:**

- Able to communicate effectively with team members.
- Open to new ideas and willing to learn new ways of doing things.
- Able to lead a team and work well in a team.

• **Languages:**

Malay (**Excellent**), English (**Full Professional Proficiency**) and Arabic (**Elementary Proficiency**)

REFERENCES

Dr. Vincent Daniel David George

Industrial Training Coordinator
Universiti Teknologi Mara (UiTM) Shah Alam
012 – 5730696 | vincent@tmsk.uitm.edu.my

Dr. Abdul Kadir bin Jumaat

Research Fellow, Institute for Big Data Analytics & Artificial Intelligence (IBDAAI)
Universiti Teknologi Mara (UiTM) Shah Alam
013 - 6805421 | abdulkadir@tmsk.uitm.edu.my

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per : **MURULJANNAH BINTI KHAIRUNNIZAM**
NRIC

Preferred Name : **JANNAH** Gender : Male [] Female []

Old I/C No. : **000412-08-0212** New I/C No. :

Nationality : **MALAYSIAN** Passport No. : -

Date of Birth : **12/04/2000** Place of Birth : **HOSPITAL JERI MANJUNG**

Age : **24 YEARS OLD** Marital Status : **SINGLE**

Permanent Address (house)
**NO 14, FASA 2C,
32040 JERI MANJUNG,
PERAK**

Correspondence Address (mailing)
Effective Until : _____

Tel No. : (House) **05-6883950** Tel. No. : (House)
(Mobile) **016-3761957** (Office)

Fax No. : E-mail : **jannahnizam04@gmail.com**

FAMILY PARTICULARS

i) Name of Spouse :
(if applicable)
Occupation :
Name of Employer :
Tel No. :

ii) Details of Children (if applicable)

Name	Gender	Birth Date	Level of Education
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

iii. Do you have any family members currently employed in Galaxy Aerospace (M) Sdn. Bhd. or working in Gading Group? If yes, please specify.

NO

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SEKOLAH MENENGAH SAINS BAGAN DATOH	01/2013	12/2017	PMR/PT3 : 8A1B Aggregate : Grade : 1D SPM Grade : 3A+1A- Aggregate : 1B+3C+1C
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) DIPLOMA IN MATHEMATICAL SCIENCES (UITM TAPAH)	07/2018	02/2021	Major : MATHEMATICS CGPA/Grade : 3.55
Degree Course(s) BACHELOR OF SCIENCE (HONS.) MATHEMATICS (UITM SYAH ALAM)	03/2021	07/2023	Major : MATHEMATICS Minor : BIG DATA ANALYTICS CGPA/Class : 3.22
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY

* Please indicate (Average, Good, Excellent)

	* Written	* Spoken
Bahasa Melayu	EXCELLENT	EXCELLENT
English : _____	GOOD	GOOD
Others : _____		

COMPUTER LITERACY

• Are you familiar in operating a computer?

Yes* / No

• List of PC Software that you are familiar with

MICROSOFT OFFICE, POWER BI, PYTHON, R-PROGRAM

OTHER SKILLS (Please Specify)

- Able to communicate effectively with team members
- open to new ideas and willing to learn new things
- Able to lead a team and work well in a team

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements ① Received award of Anugerah Emas Pemimpin Terbaik Nadwah Kepemimpinan Islam fBP leader

② Being a president of mathematical sciences diploma club of May 2019 - May 2020

WORKING EXPERIENCE

Name of Organization and Position Held	Period of Employment			Summary of responsibility	Last drawn/ current salary	Reason(s) for leaving/wanting to leave
	From (mm/yy)	To (mm/yy)	Total No. of years			
① Sihatwan Driving Academy Sdn. Bhd. (Sihatwan, Perak) [Admin cum. customer service representative]	08/2023	Present	8 months	<ul style="list-style-type: none"> • Managed administrative tasks, including data entry, file organization & document processing • Assist company in public relation matters between the company and JPS • Being one of the representative of ISO 9001:2015 for the year of 2024 	RM 2000.00	searching for job growth and career advancement
② Gifted media digital media Agency Sdn. Bhd. (Lumut, Perak) [Industrial Intern. Business Sales Analyst]	03/2023	07/2023	4 months	<ul style="list-style-type: none"> • Analyzed data sales to identify trends, patterns and insights for digital marketing projects • Assesed the quality of leads produced by marketing initiatives. • Actively participating in outdoor company activities (such as collaborating with other company) 	RM 500.00 (Allowance)	• End of internship period.

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 2000.00	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u>CAR</u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u>D</u>
Allowances (Please specify if any) :	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Other Benefits (If any):			
Expected monthly salary: RM 2000.00		Resignation notice period : 1 MONTHS	

What is your greatest achievement in your previous/current career?

Be one of the company's representatives in the ISO 9001:2015 audit program for the year of 2024.

Is there any other information (personal or work experience) which is relevant to this application? (If yes, please specify)

I actively assist the company in public relations matters between the company and Jabatan Pengangkutan Jalan (JPJ)

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.

Yes, Position: Admin (Protege) . 15 February 2024 (Thursday)

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : MOHD HALIM BIN ABU HASSAN

Address : NO 19, JALAN LUMUT MUTIARA

: 2/1, TAMAN LUMUT MUTIARA 2,

: 32200 LUMUT, PERAK

Tel No. :

Relationship : SUPERVISOR INDUSTRIAL INTERN

Name : DR. ABDUL KADIR BIN ZUMAAT

Address : RESEARCH FELLOW INSTITUTE

: FOR BIG DATA ANALYTICS,

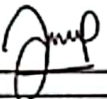
: UTM SWAH ALAM

Tel No. : 013-6805421

Relationship : SUPERVISOR FINAL YEAR PROJECT

DECLARATION

I hereby declare that all the information given in this employment application form is true and complete. Any false information provided would subject myself to possible disciplinary action by Galaxy Aerospace (M) Sdn. Bhd. or Gading Group of Companies.

Signature : 

Date : 21/4/2024