

NURUL NADHIRAH ISA

☎ 013-6337498 ✉ nadhirah0088@gmail.com 📍 Sepang, Selangor

Education

Bachelor Degree (Linguistics)

The National University of Malaysia
2016-2019 | 3.50

STPM (Economy)

SMK Dato' Sedia Raja
2014-2015 | 3.33

Skill

Data Entry
Microsofts Words, Excel, Presentation
Canva
Filmora
Google Form, Sheet, Docs, Site

Language

Malay (Native)
English (Fluent, Intermediate)
Japanese (Basic N5)

Reference

Pn. Azariah Yaacob

Ketua Penolong Pengarah

Phone: 014-231 7018

Email: azariah.yaacob@ipgm.edu.my

Work Experiences

Institut Pendidikan Guru Malaysia

2023-present | Personel Mystep

- Prepare presentation slide for meetings/discussions
- Write email/letter/memo/minutes
- Assist in technical issues during event/meeting
- Assist in organizing Google Suite for MBMMBI
- Ad-hoc assigned by officers

Kementerian Pembangunan Usahawan dan Koperasi

2021-2022 | Personel Mystep

- Arrange meetings with entrepreneurs and agencies
- Assist in data entry, inbound and outbound calls, and emails
- Involve in entrepreneur events held by the ministry
- Write email/letter/memo to ministries/agencies/entrepreneurs
- Ad-hoc tasks assigned by officers

Sky Picture Sdn. Bhd.

2020 | Subtitler cum admin

- Time coding subtitles for movies, documentaries, animation, etc.
- Proofread translations
- Ad hoc admin tasks assigned by team leader