



PERSONAL INFORMATION

Email : saifulnuar17@gmail.com

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Mobile no. : +60197723869

Address : 547, Fasa 2J, Persiaran SM2H/2, Seri Manjung, Perak, Malaysia

SKILLS SUMMARY

●●●●● Microsoft Word

●●●●● Microsoft Powerpoint

●●●●● Microsoft Excel

●●●●● Microsoft Access

●●●●● Microsoft Project

●●●●● Canva

●●●●● Photoshop

REFERENCE

Dr. Muhammad Aiman Arifin
aimanarifin@uitm.edu.my
Senior lecturer

MUHAMMAD SAIFUL ANNUAR BIN AZIZAN

PERSONAL PROFILE

I am 22-years old, expert and have experience in working with Microsoft Word, Excel, PowerPoint, Access and Project.

EXPERIENCE

Microsoft Word

Formating and page setup, creating/modifying tables, and make graph or chart.

Microsoft PowerPoint

Working on custom slides/template, adding hyperlink.

Microsoft Excel & Access

Creating pivot tables, applying formula, data finding/sorting/filters, add in database.

Microsoft Project

Setting up project plans and tracking task progress, creating Gantt charts and diagrams.

Photoshop & Canva

Editing pictures and create resume, CV, and video.

EDUCATIONAL HISTORY

Diploma in Accountancy

- University TeknologiMARA, Malaysia 2017 - 2020 (3 years)

Bachelor in Business Administration (Hons.) Finance

- University TeknologiMARA, Malaysia 2020 - 2021 (Current)

ACHIEVEMNET

3rd place in University TeknologiMARA Invention.