

PERSONAL DETAILS

Name: DK NURDURATUL AIN BINTI PG MOHD YACOB
ID Number: 01-057806
Birth Date: February 5, 1993
Gender: Female
Race: Malay
Nationality: Brunei
Driving License: 3rd Class
Home Address: No. 123 Simpang 1665 Jalan 99 RPN Kampong Rimba BE3319
Negara Brunei Darussalam
Contact Number: +6738671568
Email Address: ainpmy502@gmail.com

PERSONAL STATEMENT

An individual with high commitments, good interpersonal skills, loyal and trustworthy as well as able to develop and organize strategic plans, who has completed Bachelor of Business with an Upper Second Class Honors (2:1). Seeking a chance and an opportunity to have a career in various aspects of management including Marketing, Human Resource, Strategic Management, Supply Chain Management and Financial Management.

Life experiences and lessons enlightened to be a person having mindsets and skills on being independent, creative, innovative, as well as proactive. The ultimate goal is to have a connections with the outside world, excitements, and to be challenged in various management aspects. Eventually will become a fully equipped and qualified executive with a long-term goal of learning and adapting different management tactics in order to strive for a success.

KEY SKILLS

- Competency in technical areas of Microsoft Office including Word, Excel, PowerPoint, and Publisher.
- Consistency in performing well in any given tasks especially in meeting deadlines and work well under pressure as shown during present and previous working experience.
- Achieved communication skills in writing and verbal, both in Malay and English languages, of which gained from countless writing reports and essays, and presentations throughout educational life.

EDUCATION

UNIVERSITI BRUNEI DARUSSALAM

Bachelor of Business | August 2012 – May 2016

Major: Business Administration

CGPA: 3.32

Classification: Upper Second Class Degree Honors (2:1)

Discovery Year Program:

- I. Student Exchange Program – Daejeon South Korea
- II. Internship Program – Royal Brunei Airlines

PUSAT TINGKATAN ENAM KATOK

Cambridge Advanced Level | February 2010 – November 2011

Subjects	Grade
▪ Mathematics	C
▪ Accounting	D
▪ Physics	D

SEKOLAH TINGGI PEREMPUAN RAJA ISTERI

Cambridge Ordinary Level | January 2005 – November 2009

Subjects	Grade
▪ Mathematic	B3
▪ Principles of Accounts	B4
▪ Bahasa Melayu	C5
▪ Economics	C6
▪ Physics	B3
▪ Chemistry	B3
▪ Biology	B3
▪ English Language	C6

WORK EXPERIENCE

PART-TIME SALES ASSISTANT

Company: Carousel Enterprise
Work Place: Mabohai Shopping Complex
Salary: \$10/day
Working Period: August 2016 – Present

PART-TIME SERVICE STAFF

Company: Dairy Queen
Work Place: DQ Airport Mall / DQ Hua Ho Mall Manggis / DQ Rimba
Salary: \$12/day
Working Period: August 2015 – August 2016

DUTIES INCLUDED:

- Communication skills in terms of assisting and dealing customers with particular wants and needs.
- Numeracy skills in calculating the total sales and discounts, and as a cashier.
- Marketing skills in getting the customers to purchase with quality products.
- Inventory recording at which the total quantity of in-stock items must be counted and compared with the in-system stock.
- Ensure inventory in-stocks always have backups before out of stock.
- Inventory in-stocks must meet the current trend and fashion that will give satisfaction to the customers.
- Acknowledged the problems of the business and getting feedbacks from customers and giving suggestions to the manager.

ASSISTANT TO TRAINING AND DEVELOPMENT INSTRUCTOR

Company: Royal Brunei Airlines
Work Place: RB Training Centre Jalan Kustin
Salary: Unpaid
Working Period: January 2015 – June 2015

DUTIES INCLUDED:

- Working with the real business processes of airlines industry.
- Working under pressure as well as the intensive pace of working in the private sector.
- Handling the preparation for training classes including the materials and properties needed for the classes, sending acknowledgement e-mails to both selected trainers and trainees regarding the training classes to be conducted.
- Being responsible for any unexpected circumstances that came without warning.



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
يُونِيسَ سِينِي بروني دارالسلام
UNIVERSITI BRUNEI DARUSSALAM

دغن اين دصحن بهاوا
This is to certify that

DK NURDURATUL AIN BINTI PENGIRAN MOHD YACOB

ستله ممنوهي سكاللا شرط دان لولوس فقر يقساءن يغ دنتقن اوليه يونيور سيتي
اداله دتريما سباكاي قمقغ

having fulfilled all requirements and passed the examination as prescribed by the University
is hereby awarded


اجازه سرجان مودا قرنياكغن
Bachelor of Business

كفوجين كلس ١١ اتس
Upper Second Class Honours

٣٠ رمضان ١٤٣٧ / ٥ جولاي ٢٠١٦
5 July 2016 / 30 Ramadhan 1437


Datin Dr Hj Anita B Z binti
POKLWDSS Hj Awang Abdul Aziz
نائب چنسلور
VICE-CHANCELLOR




Dayang Rubiah binti Haji Yacub
قندقتر دان ستياوسها
REGISTRAR AND SECRETARY





يونيڤرسيتي بروني دارالسلام

Universiti Brunei Darussalam
Tungku Link, Gadong BE 1410
Negara Brunei Darussalam

Official Transcript

1284042

INFORMATION OF THE STUDENT

Name DK NURDURATUL AIN BINTI PENGIRAN MOHD YACOB
Registration number 1284042
Identification card number 01-057806

PROGRAMME DETAILS

Degree awarded Bachelor of Business
Major /Main field of study Business Administration
Degree classification Upper Second Class Honours
Conferment date 05-Jul-2016
Mode of study Full Time
Date first registered 30-Jul-2012
Final cGPA 3.32
Accumulated MCs 130

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2012/2013	1	BB-1104 PRINCIPLES OF BUSINESS AND MANAGEMENT BE-1101 PRINCIPLES OF ECONOMICS BP-1101 GOVERNMENT, BUSINESS AND SOCIETY LE-1503 ACADEMIC WRITING AND PRESENTATION SKILLS PB-1501 MELAYU ISLAM BERAJA	4 4 4 4 4	B D+ D+ D B+	
Academic Status :		Active		GPA:	2.60

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2012/2013	2	BB-1102 BUSINESS STATISTICS BB-1103 INFORMATION SYSTEMS CONCEPT BC-1401 CORPORATE COMMUNICATION SM-1402 BASIC STATISTICS	4 4 2 2	B B B A+	
Academic Status :		Active		GPA:	3.75

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2013/2014	3	BA-2201 INTRODUCTION TO ACCOUNTING BB-2201 BUSINESS LAW BB-2205 ORGANISATIONAL BEHAVIOUR SP-3407 INTRODUCTION TO RENEWABLE ENERGY	4 4 4 4	A D+ C A+	
Academic Status :		Active		GPA:	3.50

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2013/2014	4	BA-3201 FINANCIAL MANAGEMENT BB-2203 ENTREPRENEURSHIP AND NEW VENTURE CREATION BB-2204 MARKETING MANAGEMENT HS-1406 HEALTHY LIFESTYLE	4 4 4 2	C B C+ B	
Academic Status :		Active		GPA:	3.07





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Universiti Brunei Darussalam
Tungku Link, Gadong BE 1410
Negara Brunei Darussalam

Official Transcript

12B4042

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2014/2015	5	BUS325B OPERATIONS MANAGEMENT	4	B+	SAP
		CNM404B NEW BUSINESS DEVELOPMENT AND TECHNOLOGY STRATEGY	4	A+	SAP
		MKT200B PRINCIPLES OF MARKETING	4	A+	SAP
Academic Status :		Active	GPA: 4.67		
Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2014/2015	6	DW-3001 INTERNSHIP	16	Satisfactory	
Academic Status :		Active	GPA: .00		
Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2015/2016	7	AH-2304 ISLAM IN A CHANGING SOUTHEAST ASIA	4	B	
		AV-2304 THE PHYSICAL ENVIRONMENT OF BRUNEI DARUSSALAM	4	D+	
		BB-3312 KNOWLEDGE MANAGEMENT	4	D	
		BB-4201 MANAGEMENT INFORMATION SYSTEMS	4	C+	
		BB-4306 RETAIL MANAGEMENT	4	C+	
Academic Status :		Active	GPA: 2.71		
Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2015/2016	8	BB-4202 STRATEGIC MANAGEMENT	4	C+	
		BB-4203 BUSINESS ETHICS	4	A	
		BB-4310 E-GOVERNMENT POLICIES AND PRACTICES	4	C+	
		BB-4318 ALTERNATE DISPUTE RESOLUTION	4	B+	
		SB-2402 DISCOVERING SCIENCE	4	B	
Academic Status :		Active	GPA: 3.61		

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The Board of Examinations Brunei Darussalam
in collaboration with
University of Cambridge Local Examinations Syndicate

General Certificate of Education Advanced Subsidiary and Advanced Level

This is to certify that the candidate named below was awarded the
following grade(s) in the subject(s) shown:

November 2011

DK NURDURATUL AIN PG MOHD YACOB

of

PUSAT TINGKATAN ENAM KATOK

Subject

Mathematics
Accounting
Physics

SUBJECTS RECORDED: THREE

Grade

Advanced Level	C(c)
Advanced Level	D(d)
Advanced Level	D(d)

Secretary
Board of Examinations, Brunei Darussalam

Vice-Chancellor
University of Cambridge



UNIVERSITY of CAMBRIDGE
International Examinations

Identity Card Number : 01-057806
Candidate Number: BN120/5574
Certificate Number: 0033824864



00040909



The Board of Examinations Brunei Darussalam
in collaboration with
University of Cambridge Local Examinations Syndicate

General Certificate of Education Ordinary Level

This is to certify that the candidate named below was awarded the
following grade(s) in the subject(s) shown:

November 2009

DK NURDURATUL AIN BTE PG MOHD YACOB

of

SEKOLAH TINGGI PEREMPUAN RAJA ISTERI

Subject

Biology
Chemistry
Mathematics
Physics
Principles of Accounts
Bahasa Melayu
Economics
English Language

Numerical Grade GCE Ordinary Level Grade

THREE B(b)
THREE B(b)
THREE B(b)
THREE B(b)
FOUR B(b)
FIVE C(c)
SIX C(c)
SEVEN D(d)

SUBJECTS RECORDED EIGHT

SUBJECTS RECORDED SIX OR BETTER SEVEN

The Candidate has passed the Oral Test in English Language

The Candidate has passed the Oral Test in Bahasa Melayu

Secretary
Board of Examinations, Brunei Darussalam

Vice-Chancellor
University of Cambridge



UNIVERSITY of CAMBRIDGE
International Examinations

Identity Card Number : 01-057806
Candidate Number: BN102 / 0024
Certificate Number: 0026244922



The Board of Examinations Brunei Darussalam
in collaboration with
University of Cambridge Local Examinations Syndicate

General Certificate of Education Ordinary Level

This is to certify that the candidate named below was awarded the
following grade(s) in the subject(s) shown:

June 2009

DK NURDURATUL AIN BTE PG MOHD YACOB

of

SEKOLAH TINGGI PEREMPUAN RAJA ISTERI

Subject

English Language

Numerical Grade	GCE Ordinary Level Grade
SIX	C(c)

SUBJECTS RECORDED ONE

SUBJECTS RECORDED SIX OR BETTER ONE

The Candidate has passed the Oral Test in English Language

Secretary
Board of Examinations, Brunei Darussalam

Vice-Chancellor
University of Cambridge



UNIVERSITY of CAMBRIDGE
International Examinations

Identity Card Number : 01-057806
Candidate Number: BN102 / 0052
Certificate Number: 0025063524

