



NUR RUSYDINA BINTI HAJI MD HELMEZULKIFLI

No 15 Spg 49 Jln 60 Perumahan Kg Rimba Gadong BE3119
Brunei Darussalam
6732462403 • 6738603367 • dina92helme@gmail.com

Personal statement

A business enthusiast who is always looking for a new extensive experience in the start-up and business ecosystem. A highly driven and efficient individual, whose thorough and precise approach to projects has yielded excellent results.

Key Skills

- Proficiency in all areas of Microsoft Office, including Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Certified in Business Lean Canvas
- Certified Gym Physique and Instructor
- Active in Softball and Swimming

Employment History

**Executive Officer, Darussalam Enterprise,
Design & Technology Building,
Simpang 32-37, Kg Anggerek Desa,
Bandar Seri Begawan, BB3713 Brunei Darussalam.**

(January 2017 – Present)

Achievements and responsibilities:

- Managing iCentre - startup incubation program and co-working space for entrepreneurs with access to capacity building programmes and the startup ecosystem. iCentre works closely with local and regional collaborators to develop and conduct workshops in the areas of ideation, market validation and fund raising.
- Co-leading Microbusiness Bootcamp - The national body for micro, small and medium enterprises (MSMEs) Darussalam Enterprise (DARE) is rolling out a new training programme specifically for youth running or looking to start a micro business – defined as enterprises with four employees or less.
- Implementing Monitoring System for start-ups to help them sustain and grow in their business including tracking their milestones and providing business help such as mentoring.
- Organizing business trip to Silicon Valley to inspire entrepreneurs and provide start-ups and relevant industry players exposure to innovation, leadership mindset, digital transformation and business development for our start-ups.
- Co- assisting Startup Business Bootcamp and helped to raise \$1.036 million investments. Managing weekly session and meeting mentors of this programme. Making sure Cash Advance and Expense Statement are done 3 days beforehand.

- Worked closely with startups, facilitators and mentors locally and regionally to provide support for the programme on weekly basis.

Branch Operations and Services Officer, Standard Chartered Bank Brunei,
G01-02, Wisma Haji Mohd Taha Building
Jalan Gadong
Brunei Darussalam BE4119
(March 2016 – October 2016)

Achievements and responsibilities:

- Business acquisition through activities like assisting the branch manager in achieving business targets set and enhancement of the banks' image via community activities.
- Management of service delivery
- Operations and support
- Proactive mentoring and management of all branch staff

Assistant Officer, Perbadanan TAIB
Unit 3 & 4, Ground Floor, Bangunan Suria, Kg Kiulap
Brunei Darussalam BE1518
(February 2012 – April 2012)

Achievements and responsibilities:

:

- Opening and closing of accounts
- Answering incoming calls
- Typing all necessary documents and correspondence as required
- General banking services

Education

Brunel University, London
(September 2013 – July 2015)

- Bachelor of Science in International Business with second class (upper division) honours

Laksamana College of Business
(September 2012 – September 2013)

- Management Accounting – A
- Business Economics – A
- Business Law – A
- Organization & Management – A
- Information Technology 1 – A
- Business Accounting – A
- Business Skills – A
- Marketing – A
- Quantitative Methods – A
- Information Technology 2 – B

Maktab Sains
(January 2005 – December 2011)

A-levels:

- General Studies – B
- Mathematics – C
- Physics – D
- Chemistry E

O-levels:

- Malay Language – A
- English Language – B
- Mathematics – B
- Biology – B
- Chemistry – B
- Physics – B
- English Literature – B
- Additional Mathematics – C

Hobbies & Interests

I am currently active in the gym trainings to maintain my health and to find work life balance. As a certified gym instructor, I volunteered to help my friends and colleagues to keep track of their diets by calculating their macros target for the day. I am also currently active in softball, Team Divas, and has won few tournaments. As I have been involved in the start-ups ecosystem, I sometimes help the start-ups during the weekends to fix their pitch decks and facilitate them to practice on the stage before they pitch to potential investors.





Brunel University London

This is to certify that
NUR RUSYDINA MD HELMEZULKIFLI
was admitted to the degree of
Bachelor of Science
with second class (upper division) honours
in
International Business

at a Congregation on 14 July 2015

Professor Julia Buckingham
Vice-Chancellor and President



00002729

Certificate number: 00119152-01-B5LF -1335065r1



Kensington College of Business



WESLEY HOUSE, 4 WILD COURT,
LONDON WC2B 4AU



This is to certify that

HAJAH NUR RUSYDINA BINTI HAJI MD HELMEZULKIFLI

HAS COMPLETED A COURSE IN

B A COMMON YEAR 1

AND HAS PASSED SATISFACTORILY

IN THE FOLLOWING SUBJECTS

BUSINESS ACCOUNTING

BUSINESS ECONOMICS

BUSINESS LAW

BUSINESS SKILLS

INFORMATION TECHNOLOGY 1

INFORMATION TECHNOLOGY 2

MANAGEMENT ACCOUNTING

MARKETING

ORGANISATION & MANAGEMENT

QUANTITATIVE METHODS




PRINCIPAL

JUNE 2013
DATE



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

HAJAH NUR RUSYDINA BTE HAJI MD HELMEZULKIFLI

of

MAKTAB SAINS PADUKA SERI BEGAWAN SULTAN

Subject		Grade
Mathematics	Advanced Level	C(c)
Chemistry	Advanced Level	E(e)
Physics	Advanced Level	E(e)
General Paper	Advanced Subsidiary	b(b)
SUBJECTS RECORDED: FOUR		

Secretary
Board of Examinations, Brunei Darussalam

Vice-Chancellor
University of Cambridge



UNIVERSITY of CAMBRIDGE
International Examinations

Identity Card Number: 01-055480
Candidate Number: BN10551154
Certificate Number: 0033822960



00041410



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:

June 2011

HJH NUR RUSYDINA BTE HJ MD HELMEZULKIFLI

of

MAKTAB SAINS PADUKA SERI BEGAWAN SULTAN

Subject		Grade
Mathematics	Advanced Subsidiary	b(b)
Physics	Advanced Subsidiary	d(d)
Chemistry	Advanced Subsidiary	e(e)

SUBJECTS RECORDED: THREE

Secretary
Board of Examinations, Brunei Darussalam

Vice-Chancellor
University of Cambridge



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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 2010

HJH NUR RUSYDINA BTE HJ MD HELMEZUKIFLI

of

MAKTAB SAINS PADUKA SERI BEGAWAN SULTAN

Subject

Chemistry
Mathematics
Physics

SUBJECTS RECORDED: THREE

Grade

Advanced Subsidiary	d(d)
Advanced Subsidiary	e(e)
Advanced Subsidiary	e(e)

Secretary
Board of Examinations, Brunei Darussalam

Vice-Chancellor
University of Cambridge



UNIVERSITY of CAMBRIDGE
International Examinations

Identity Card Number : 01-055480
Candidate Number : BH1063043
Certificate Number : 0030102966



00030217

2962



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

HAJAH NUR RUSYDINA BINTI HAJI MD. HELMEZULKIFLI

of

MAKTAB SAINS PADUKA SERI BEGAWAN SULTAN

Subject	Numerical Grade	GCE Ordinary Level Grade
Bahasa Melayu	TWO	A(a)
Chemistry	THREE	B(b)
English Language	THREE	B(b)
Literature in English	THREE	B(b)
Mathematics	THREE	B(b)
Biology	FOUR	B(b)
Physics	FOUR	B(b)
Additional Mathematics	SIX	C(c)

SUBJECTS RECORDED EIGHT

SUBJECTS RECORDED SIX OR BETTER EIGHT

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 : 01-055480
Candidate Number: BN106 / 0039
Certificate Number: 0020246386