



CURRICULUM VITAE: AMAL UMMI NADZIRAH BINTI MD ZAIN



PROFILE

Graduated in 2018 majoring in Business Administration with wide ranging experience in variety of business related including operations, knowledge, financial, and strategic management, marketing management, especially in brand and consumer behaviour, human resources, accounting as well as management information system.

I am a fast learner, self-motivated, trustworthy, hardworking, ambitious, capable of working alone and work as a team as well as working under pressure. I accept working challenges to develop my career and improving myself so I do not give up easily on things that I do. Seeking to combine academic achievements and work experience in a challenging role within the voluntary sector.

Date of birth: 26 July 1994

IC number: 01-070807

Address: No. 3, Spg 236-4, Kg Katok, Jalan Tungku Gadong, BE2319, Negara Brunei Darussalam

Telephone Number: +673 8888 315

E-Mail Address: aunmz.26@gmail.com

EDUCATION AND QUALIFICATIONS

2018

UNIVERSITI BRUNEI DARUSSALAM

Bachelor of Business in Administration - Third Class Hons

2012 (NOVEMBER)

PUSAT TINGKATAN ENAM KATOK

A-LEVEL

Accounting (D)

Chemistry (E)

Mathematics (E)

2010 (NOVEMBER)

SEKOLAH MENENGAH SULTAN MUHAMMAD JAMALUL ALAM

O-LEVEL

Bahasa Melayu (B3)

Chemistry (B3)

English (C6)

Islamic Religious Knowledge (C6)

Mathematics (C6)

Principle of Accounts (C6)

Additional Mathematics (D7)

Biology (D7)

Physics (D7)

VOLUNTARY EXPERIENCE

- **2009** - Participated in Australian National Mathematics Quiz in intermediate division
- **2009** - Participated in Australian National Chemistry Quiz in junior division
- **2010** - Participated in Australian National Chemistry Quiz in senior division
- **2011** - Participated in Self Exploratory Program
- **2012** - Participated in Bicarawara MIB untuk pelajar-pelajar pusat tingkatan enam senegara
- **2012** - Participated in International Competitions and assessment for school: Pre-university 2
- **2012** - Participated in Australian National Chemistry Quiz in senior division
- **2013** - Participated in a workshop The practical guide to basic accounting held by BICPA and FTMS Global
- **2014** - Became a member of BJFA UBD Chapter
- **2014** - Volunteered as committee member during Freshers Week
- **2015** - Volunteered in Japanese Culture Week in UBD
- **2015** - Volunteered in an expo Industri Tradisi Brunei held by students
- **2018** - Participated in Japanese Speech contest held by IBTE

SKILLS AND PROFICIENCY

- **Computer literate:** Very good knowledge in Microsoft office such as Word, PowerPoint, Excel
- **Language:** Able to communicate in different languages such as Malay, English and Japanese

WORKING EXPERIENCE

- **2016** - Internship at Yayasan Sultan Haji Hassanal Bolkiah
 - Volunteering Project Bantuan untuk meningkatkan Sosio-Ekonomi Ke arah membasmi kemiskinan
 - Find out who the less fortunate people are
 - Helps the less fortunate people by giving them knowledge and skills
 - Provide training programs for them
 - After their training and with the knowledge and skills they have, they may have better job opportunity or able to start their own business
 - Monitor their progress during and after the training

- **2016 - Work as a Sales Assistant at De Nash Enterprise**
 - Handles cash transactions with customers
 - Assist in opening and closing the stores
 - Complete, processes and maintain paperwork and records
 - Count the cash in the drawer before shift start and at the end of the day to ensure that the cash tally the receipts
 - Count the inventories before shift start and at the end of the day to ensure that there is no inventory loss
 - Greet customers and answer customer inquiries about the products when they come to the store

- **2018 - Now - Work as a Financial planner at Great Eastern Life Assurance**
 - Advise clients on how to achieve their short term or long term financial objectives
 - Analyse clients situation before recommending saving plans to accommodate their financial situation and goals
 - Maintain ongoing relationships with clients and update them if there is changes affecting their finance
 - Call and invite clients to come to the company
 - Participate in any challenges and roadshows given by the company
 - Inform clients when promotions and coupons are offered and
 - Invite clients when there are celebrations done by company

REFERENCES

Mohammad Arriffin bin Bujang
Manager Executive
Great Eastern Life Assurance
+6738986842

Nur Diyana Nasriah binti Suhaili
Owner of DE Nash Enterprise
Rimba Point
+6738694909

Dayang Sufinah Binti Haji Sulaiman
Acting Coordinator of Volunteers Office
Yayasan Sultan Haji Hassanah Bolkiah
+6738620124

Dr Nazlida Mohammad
Lecturer of UBD School of Business and Economics
Universiti Brunei Darussalam
+6737213741

Adna Shatriemie bin Haji Abdul Rahman
Lecturer of UBD School of Business and Economics
Universiti Brunei Darussalam
+6737182829




NEGARA BRUNEI DARUSSALAM
 Lesen Memandu/Driving Licence

AMAL UMMI NADZIRAH BINTI
 MD ZAIN
 NO. 3 SPG 236-4
 KG KATOK JLN TUNGKU GADONG
 NEGARA BRUNEI DARUSSALAM
 BE2319

TL / DOB: 26/07/94
 Tarikh Dikeluarkan / Issue Date: 12/08/17
 Tarikh Mula / Start Date: 12/08/17
 Tarikh Mansuh / Expiry Date: 11/08/22



A-0641/25

YOU ARE LICENSED TO DRIVE VEHICLES IN THE FOLLOWING CLASS(ES)

Class 3 PRIVATE MOTOR CAR AND COMMERCIAL VEHICLE NETT WEIGHT BELOW 3000 KG
 MOTOKAR SANGKAPAN DAN KEROHANGAN PERKULIAHAN DI BAWAH 3000 KG

29/07/2013



يونيڤرسيتي بروني دارالسلام

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

Official Transcript

1388420

INFORMATION OF THE STUDENT

Name: DYG AMAL UMMI NADZIRAH BINTI MD ZAIN
Registration number: 1388420
Identification card number: 01-070807
Date of Birth: 26-Jul-1994

PROGRAMME DETAILS

Degree awarded: Bachelor of Business
Major /Main field of study /Concentration: Business Administration
Degree classification: Third Class Honours
Conferment date: 30-Jun-2018
Mode of study: Full Time
Date first registered: 30-Dec-2013
Final cGPA: 2.45
Accumulated MCs: 152

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2013/2014	1	BB-1102 BUSINESS STATISTICS	4	B	
		BB-1103 INFORMATION SYSTEMS CONCEPT	4	D+	
		LE-1503 ACADEMIC READING AND WRITING SKILLS	4	D+	
		LJ-1403 JAPANESE I	4	B+	
		PB-1501 MELAYU ISLAM BERAJA	4	B	
				GPA:	3.00

Academic Status : Active

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2014/2015	2	BB-1104 PRINCIPLES OF BUSINESS AND MANAGEMENT	4	C	
		BE-1101 PRINCIPLES OF ECONOMICS	4	C+	
		BP-1101 GOVERNMENT, BUSINESS AND SOCIETY		F	
		MS-1501 ISLAMIC CIVILISATION AND THE MODERN WORLD	4	B	
		SP-3404 HOW THINGS WORK THE PHYSICS OF EVERYDAY LIFE	4	B	
				GPA:	2.50

Academic Status : Active

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2014/2015	3	BA-2201 INTRODUCTION TO ACCOUNTING	4	D+	
		BB-2203 ENTREPRENEURSHIP AND NEW VENTURE CREATION	4	C+	
		BB-2204 MARKETING MANAGEMENT		F	
		LE-2503 ACADEMIC REPORT WRITING AND PRESENTATION SKILLS	4	C	
		LJ-2403 JAPANESE II	4	C	
				GPA:	2.00

Academic Status : Active





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Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2015/2016	4	AC-3303 PRINCIPLES AND PRACTICE OF PHOTOGRAPHY AND PHOTOJOURNALISM	4	D	
		BA-3201 FINANCIAL MANAGEMENT	4	C	
		BB-2201 BUSINESS LAW	4	B+	
		BB-2205 ORGANISATIONAL BEHAVIOUR	4	B+	
		BP-1101 GOVERNMENT, BUSINESS AND SOCIETY	4	C	
		LJ-2404 JAPANESE III	4	D+	
Academic Status : Active			GPA: 2.75		

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2015/2016	5	DI-3001 INCUBATION PROGRAMME	16	Satisfactory	
Academic Status : Active			GPA: .00		

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2016/2017	6	DC-3001 COMMUNITY OUTREACH PROGRAMME	16	Satisfactory	
Academic Status : Active			GPA: .00		

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2016/2017	7	BB-2204 MARKETING MANAGEMENT	4	B	
		BB-4202 STRATEGIC MANAGEMENT	4	D	
		BB-4203 BUSINESS ETHICS	4	D+	
		BB-4304 OPERATIONS MANAGEMENT	4	C	
		BB-4322 CONSUMER BEHAVIOUR	4	C+	
		LJ-3402 JAPANESE IV	4	C	
Academic Status : Active			GPA: 2.40		

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2017/2018	8	BB-4201 MANAGEMENT INFORMATION SYSTEMS	4	C+	
		BB-4326 KNOWLEDGE MANAGEMENT	4	C	
		LJ-3403 JAPANESE V		F	
Academic Status : Active			GPA: 2.20		

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2017/2018	9	BB-4303 BRAND MANAGEMENT	4	C	
		BB-4311 HUMAN RESOURCE DEVELOPMENT	4	C	
		LJ-3403 JAPANESE V	4	D	
Academic Status : Active			GPA: 2.30		

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
يُونيسيتي بروني دارالسلام
UNIVERSITI BRUNEI DARUSSALAM

دغن اين دصحن بهاوا

This is to certify that

DYG AMAL UMMI NADZIRAH BINTI MD ZAIN

ستله ممنوهي سگالا شرط دان لولوس قفريقساءن يث دتتقن اوليه يونيورسيتي
اداله دتريما سباكاي قمغ

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

اجازه سرجان مودا قرنياگان

Bachelor of Business

كفوجين كلس III

Third Class Honours

۱۱ شوال ۱۴۳۹ / ۲۵ جون ۲۰۱۸

25 June 2018 / 11 Syawal 1439

Datin Dr Hj Anita B Z binti
POKLWDSS Hj Awang Abdul Aziz

ناءيب چنسلور
VICE-CHANCELLOR

Dayang Zalinawati binti Haji Mohaimin

قندفتر دان ستياوسها
REGISTRAR AND SECRETARY



Statement of Results

GENERAL CERTIFICATE OF EDUCATION ADVANCED SUBSIDIARY LEVEL AND ADVANCED LEVEL

Candidate Name
AMAL UMMI NADZIRAH BINTI MD ZAIN

Date of Birth
26/07/1994

Centre / Cand. No.
BN120/5423

Centre Name
PUSAT TINGKATAN ENAM KATOK

Session
November 2012

To be quoted on all
correspondence

Identity Card Number : **01-070807**

GCE AS & A Level

	Syllabus Title	Qualification	Result	Percentage Uniform Mark
8001	General Paper		UNGRADED	
9701	Chemistry	Advanced Level	E(e)	49 %
9706	Accounting	Advanced Level	D(d)	50 %
9709	Mathematics	Advanced Level	E(e)	46 %

Explanatory Notes

This is a General Certificate of Education (GCE) statement of results for Advanced Subsidiary Level (AS Level) and Advanced Level (A Level). The University of Cambridge International Examinations reserves the right to amend the information on this statement. Results will be confirmed by the issue of certificates.

GCE AS Level results are reported on a 5-point scale of grades: a(a), b(b), c(c), d(d) or e(e), grade a(a) being the highest and grade e(e) the lowest. The content and difficulty of a GCE AS Level examination is equivalent to the first half of a corresponding GCE A Level.

GCE A Level results are reported on a 6-point scale of grades: A*(a*), A(a), B(b), C(c), D(d) or E(e), grade A*(a*) being the highest and grade E(e) the lowest. Under some circumstances where a candidate has entered for a GCE A Level but does not achieve a grade E(e) or above, a GCE AS Level grade a(a) to e(e) may be awarded in the syllabus.

The text Advanced Subsidiary or Advanced Level prefixing the result indicates the level at which the result was awarded for the syllabus.

The assessment of a language syllabus Speaking component is shown as 'With Distinction in Speaking', 'With Merit in Speaking' or 'With Pass in Speaking'. Candidates who are UNGRADED in the Speaking component will have no record of their speaking performance printed on their statement of results or certificate.

UNGRADED indicates a standard below that required for grade e(e) for GCE AS Level and grade E(e) for GCE A Level.

NO RESULT indicates that a result cannot be issued because of absence for the whole or part of the examination in the syllabus or because of a decision not to issue a result for some other reason.

PENDING indicates that a result cannot be issued at present but will follow in due course.

The Percentage Uniform Mark for GCE AS Level and GCE A Level is provided in addition to the grade for a syllabus. The Percentage Uniform Mark is not the total mark achieved for the syllabus. It is a common scale for all syllabuses to show whether the candidate's performance is close to the top, bottom or middle of the grade. We do not provide a Percentage Uniform Mark where the candidate's result is Ungraded, No Result or Pending.

Only syllabuses in which GCE AS Level grades a(a) to e(e) and GCE A Level grades A*(a*) to E(e) are achieved will be reported on certificates.



UNIVERSITY of CAMBRIDGE
International Examinations



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 2010

AMAL UMMI NADZIRAH BINTI MD ZAIN

of

SM SULTAN MUHAMMAD JAMALUL ALAM

Subject

Bahasa Melayu
Chemistry
English Language
Islamic Religious Knowledge
Mathematics
Principles of Accounts
Additional Mathematics
Biology
Physics

Numerical Grade	GCE Ordinary Level Grade
THREE	B(b)
THREE	B(b)
SIX	C(c)
SIX	C(c)
SIX	C(c)
SIX	C(c)
SEVEN	D(d)
SEVEN	D(d)
SEVEN	D(d)

SUBJECTS RECORDED NINE

SUBJECTS RECORDED SIX OR BETTER SIX

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 : 01-070807
Candidate Number: BN103 / 0044
Certificate Number: 0030081814



00022633

DP671