

NURUL KHALISAH

BLOCK 436 WOODLANDS
ST. 41 #03-392 S730436

PROFILE

A fresh A Level graduate keen in seeking new experiences in the working environment.

HARD - SKILLS

MICROSOFT WORD
MICROSOFT EXCEL
CREATIVE WRITING
BILINGUAL

SOFT - SKILLS

CUSTOMER SERVICE
ORGANISATIONAL
INTERPERSONAL
RESILIENCE
PROBLEM SOLVING
TEAMWORK

INTERESTS

TEACHING
COMMUNITY INVOLVEMENT
READING
TRAVELLING

CONTACT

+65 9666 9745
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EDUCATION

SERANGOON JUNIOR COLLEGE

A LEVEL CERTIFICATE | JAN 2016 - NOV 2018

H2 MATHEMATICS: A H1 GENERAL PAPER: B
H2 PHYSICS: D H1 ECONOMICS: B

TANJONG KATONG GIRLS' SCHOOL

O LEVEL CERTIFICATE | JAN 2012 - NOV 2015

MATHEMATICS: A1 CHEMISTRY: B4
ENGLISH: A2 PHYSICS: C5
ADDITIONAL MATHEMATICS: B3 BIOLOGY: C6

EXPERIENCE

BISHAN CC MAEC TUTOR

VOLUNTEER | 2013 - CURRENT

- Worked with a non-profit organization that helps provide free tuition for students who are unable to afford tuition
- Helped upper Primary and Secondary school students learn
- Reviewed content with them
- Explained how to solve problems
- Checked completed work

PRIVATE TUTOR

PART-TIME | JAN 2018 - OCT 2018

- Tutored an O Level and an N level student with Mathematics and Science

CASTLERY PTE LTD

ADMINISTRATIVE PART-TIMER | DEC 2017 - MAR 2018

- Handled administrative system duties
- Liaised with customer over the phone as well as via email
- Ensured smooth flow of delivery process

ROYAL SPORTING HOUSE

EVENT PROMOTER | DEC 2016

- Promoted goods
- Assisted customers
- Accounted for stocks
- Other ad-hoc duties

SPOTLIGHT PTY LTD

PART-TIMER | OCT 2015 - JAN 2016

- Shelved goods
- Accounted for stocks
- Assisted customers with their enquiries
- Other ad-hoc duties

ACHIEVEMENTS

A DIVISION FOOTBALL GIRLS

REPRESENTED SERANGOON JUNIOR COLLEGE, 2017

EXECUTIVE COMMITTEE OF SERANGOON JUNIOR COLLEGE FOOTBALL GIRLS

VICE-CAPTAIN, 2016 TO 2017

AWARDEE OF INTERNAL COLLEGE SPEAK UP COMPETITION SEMI-FINALIST, 2016

MOE EDUSAVE CHARACTER AWARD RECIPIENT, 2015

AWARDEE OF BAHAS 4PM MALAY DEBATE COMPETITION BEST DEBATER IN QUARTER-FINALS, 2015