

NURUL SYAFIQAH BINTI MOHD SALLEH

Kuala Selangor, Selangor

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PROFESSIONAL SUMMARY

Committed and goal-oriented Real Estate Management degree student at Universiti Teknologi MARA (UiTM) seeking an internship starting from 28 September 2026 to 29 January 2027. Experienced in property management services including tenant relations, lease administration, maintenance coordination, and property inspections. Passionate about continuous learning and delivering efficient and sustainable solutions across property and facilities management.

EDUCATION

Universiti Teknologi MARA (UiTM)

Bachelor of Real Estate Management with Honours, CGPA: 3.30

Seri Iskandar, Perak

October 2024 – Present

Universiti Teknologi MARA (UiTM)

Diploma in Real Estate Management, CGPA: 3.50

Seri Iskandar, Perak

October 2021 – August 2024

SM Sains Kuala Selangor

Sijil Pelajaran Malaysia (SPM), Pure Science Stream

Kuala Selangor, Selangor

January 2016 – December 2020

WORKING EXPERIENCE

Rizurf Realty

Kuala Lumpur, Federal Territory of Kuala Lumpur

Property Management Assistant (Internship)

March 2024 – July 2024

- Assisted in property management, including tenant and lease administration.
- Conducted property inspections, prepare reports, liaise and coordinate maintenance and repairs with vendors and contractors.
- Managed administrative tasks and maintain records for property operations.
- Handled documentation, contracts, and compliance with real estate regulations.
- Managed tenants from over five different residential sites across Selangor and Kuala Lumpur.

Anggun Cotton Collection

Seremban, Negeri Sembilan

Sales Agent (Freelance)

April 2021 – January 2023

- Promoted and showcased products to customers through online advertising.
- Managed to achieve RM1,000 sales in a month and become the team's top agent.

ACADEMIC PROJECTS

Final Year Project

October 2025 – June 2026

- Conducted research on occupiers' satisfaction with property management services in high rise residential building at Pangsapuri Seri Iskandar, Perak.
- Designed bilingual survey instruments (Likert-scale and open-ended).
- Analyzed data collected using statistical methods using IBM SPSS to identify the main factors influencing satisfaction.
- Produced recommendations for improving tenant relations and management competency.

Real Estate Management Property Exhibition (REMPEX)

October 2025 – January 2026

- Proposed a mixed development project combining sport centre and housing in Seri Iskandar.
- Evaluated the project profitability and long-term feasibility.
- Presented the project with a physical model in front of panel of judges including UiTM lecturers from Real Estate Department and valuers from JPPH and private firm.

Smart Grocery App Proposal (PRIDE Showcase)

October 2025 – December 2025

- Collaborated in a team to design a mobile application for grocery stores that uses a camera-based navigation system to guide customers to desired items.
- Focused on enhancing customer experience, efficiency, and social impact in retail operations.
- Awarded Best Product/Service Design (Champion) and Best Social Impact (1st Runner-Up) at PRIDE Showcase.

ADDITIONAL INFORMATION

Technical Skills

- Microsoft Word (Intermediate)
- Microsoft Excel (Intermediate)
- Microsoft Visio (Intermediate)
- Microsoft PowerPoint (Intermediate)
- Google Workspace (Intermediate)
- IBM SPSS (Intermediate)
- Revit (Beginner)

Soft Skills

- Communication and Teamwork
- Problem-Solving
- Critical Thinking
- Property Management

Languages

- Malay (Native)
- English (Proficient)

REFERENCES

Dr. Siti Nadiah binti Mohd Ali

Senior lecturer

Program in Estate Management,

Department of Built Environment Studies and Technology,

College of Built Environment,

Universiti Teknologi MARA

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