

RESUME



PERSONAL PARTICULARS

Name : Nur Hawa Binti Abdul Rashid
Address : 20, Level 7, Block E, Pantai Permai Apartment, 59200, Kuala Lumpur.
Telephone : 0111-7967656
E-mail : nhawarashid@gmail.com
Nationality : Malaysian
I.C. Number : 891212-01-6082
Age : 27 years
Sex : Female

Expected Salary: RM 2600(Negotiable)

EDUCATION

2013-2016 Master of Technology (Environment), University of Malaya
CGPA: 3.83 (Final Semester)
2008 – 2012 Bachelor in Technology (Environment) Universiti Malaysia Terengganu
CGPA: 3.72
2007 – 2008 Kedah Matriculation College
2005 – 2006 Sijil Pelajaran Malaysia (SPM), Sekolah Menengah Kebangsaan Sultan Ismail

EMPLOYMENT HISTORY

January 2016- December 2016

Administrative Officer at Quality Management and Enhancement Centre, University of Malaya

- Organized and coordinated various briefings, meetings, workshops and audit programs based on Standard MS ISO 9001: 2008 and MS ISO 9001: 2015 (university level).
- Produced reports, minutes of meetings, power point slide presentation, brochure, poster and other presentation material for related projects.
- Controlled and maintained all files and documentations for QMEC's Audit, Documentation and Risk Units.
- Handled incoming phone calls, mails and fax from students and staffs from other departments.
- Assisted in establishment of Risk Management System of University of Malaya.

Salary: RM2500

April 2015- December 2015

Research Officer at Institute of Biological Sciences, University of Malaya

- Prepared proposal of the research project(objectives, significance and research methods of the project) and applied for the grant (FRGS).
- Carried out sampling, distributed questionnaire, carried out interview with flood victims and related stakeholders in Terengganu and Kelantan. Data collected were analyzed by using Microsoft Excel and SPSS.
- A full report and two journal articles were produced through results obtained from this study.
- Managed all the budget and expenses of the project through proper filing and records.
- Scheduled travel arrangement (accommodation, flight ticket and transport) to Kelantan and Terengganu to do data collections

Salary: RM 2000

September 2012- September 2013

Telesales Officer at Citibank Berhad

- Performed telemarketing activities to sell various banking products (Personal Loan, Credit Cards, Balance Transfer etc) as per campaign assignment.

- Performed up-sell & cross sell activities to achieve higher sales performance.
- Provide workable resolutions to customers' enquiries.
- To achieve stipulated target sales (monthly).

Salary: RM 2300

Mei-August 2011

Trainee at Department of Environment (DOE, Johor)

- Assisted DOE officer in inspection visit to facilities and other visits such as Environmental Impact Assessment (EIA) site.
 - Helped in organizing events for various departments such as Social Corporate Responsibility programme with Maybank and Setia Group, few EIA meetings and environmental exhibition in colleges, universities and public places.
 - Produced a module of activities that could increase the public awareness and information of environment.
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Jan-May 2007

Receptionist at 2n Shop

- Served customers by greeting, welcoming either in person or through phone.
- Attended to customer's inquiries regarding products and business operations.
- Performed cashiering and clerical duties such as photocopying and faxing.

Salary: RM 900

RELEVANT SKILLS

Spoken Language

Proficient in English and Bahasa Malaysia

Basic command in Korean and Japanese

Written Language

Proficient in English and Bahasa Malaysia

Computer Skill

Microsoft Office (Power point, Word and Excel), Autocad, SPSS, Internet research and online application.

Other Skills

Excellent communication, presentation and interpersonal skills

Have the ability to lead and enjoy working with people of all levels

Highly motivated, hardworking, strong work ethics, available as needed for training and overtime.

HONOURS AND AWARDS

Best Paper Award for 6 th International Conference on Solid Waste Management Conference	Kolkata, India (2016)
Best Poster Award for International Conference on Waste Management and Environment	Kuala Lumpur Malaysia (2015)
Dean's List of University of Malaya	Session 2013/2014 Semester I Session 2013/2014 Semester II
	Session July 2008/2009 Session July 2009/2010
Dean's List of University of Malaya Terengganu (UMT)	Session December 2009/2010 Session July 2010/2011 Session December 2010/2011 Session July 2011/2012

CO-CURRICULAR ACTIVITIES

- Participant in 6th International Conference on Solid Waste Management (University of Jaipur)
- Poster Presenter in International Conference Bandung (Bandung Institute of Technology)
- Poster Presenter in International Conference on Waste Management and Environment (University of Malaya)
- Organizing Committee of International Conference on Waste Management and Environment
- Oral Presenter at 19th Biological Sciences Graduate Congress (National University of Singapore)
- Organizing Committee of 19th Biological Sciences Graduate Congress (National University of Singapore)
- Participant of Modern Language Drama Competition UMT (Japanese) Treasurer for Language and Community Club Annual General Meeting 201
- Protocol Committee for Golden Key New Member Recognition Night 2011
- Committee for UMT Earth Hour 2011 Programme
- Participant of UMT Idol Programme 2011

- Facilitator for Entech Club's orientation programme
- Facilitator for Golden's Key Reading Programme by Golden Key International Honour Society Session 2010/2011.
- Participant of Modern Language Drama Competition UMT (French)
- Participant of Pertandingan Debat Piala Naib Canselor (English)
- Participant of Super Elite Generation.Next (Dale Carnegie)
- Participant of IPTA Student's representatives council 2010
- Participant of Pertandingan Debat Piala Naib Canselor (Bahasa Malaysia)
- Facilitator for Program Bersama Pelajar UMT, GPMS
- Participant of UMT Leadership Programme
- Participant of Language Day (talent time)
- Publicity committee of Debat Alam Sekitar UMT
- Participant of Beach Clean-Up UMT 2008
- Member of Environmental Technology Club
- Member of Golden Key
- Member of Layar Opera Club

REFEREES

Dr. Zarina Binti Zakaria
 Head of Documentation and Risk Unit
 Quality Management and Enhancement Centre
 Phone No: 0195752626

Dr. Fauziah Binti Shahul Hamid
 Senior Lecturer, Institute Biological Sciences, University of Malaya.
 Phone No: 03-79676739