

Curriculum Vitae

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Personal Information

Name : NurHafizah Binti Mohd Fawzy
IC Number : 891127-10-5048
Gender : Female
Date of Birth : 27 November 1989
Age : 27 years old
Address : Pandan Jaya, Kuala Lumpur
Email Address : fyzaawzy@gmail.com
Nationality : Malaysian
Race : Malay
Religion : Islam
Marital Status : Married



Strength

Strong communication skills in interrelated with people at all levels.
Ability to manage a variety of tasks, responsibilities, simultaneously and effectively.

Motivate to perform at top level and exercise prudent judgment in all decision making areas.

Languages

Expert written and verbal fluency in Bahasa Malaysia and English.

Education Background

2002-2004: **SEKOLAH MENENGAH KEBANGSAAN ISKANDAR SHAH MELAKA**
Completed with PMR

2005-2006: **SEKOLAH MENENGAH KEBANGSAAN TINGGI PEREMPUAN MELAKA**
Completed with SPM

2007-2010: **POLYTECHNIC MERLIMAU MELAKA**
Complete in Diploma in Hotel Management and Catering

Academic Achievement

UPSR (2001) - 3A 2B
PMR (2004) - 5A 3B
SPM (2006) - 2A 3B 2C 3D
DIPLOMA IN HOTEL MANAGEMENT AND CATERING(2010) - 3.62 (HPNM)

Co-Curricular Achievement

Co-Curricular Activities: Police Caddet
Club: Fotograghy Club Members
Sport: Volley Ball / Basketball Members

- Participate in Nasyid Competition
- Ahli Pembimbing Rakan Sebaya'(2007)- Polytechnic Merlimau Melaka
- Seni dan Kebudayaan Club Member- Polytechnic Merlimau Melaka
- Participate in Choir Performance (Polytechnic Konvokesyen 2007)

1) EQUATORIAL HOTEL KUALA LUMPUR (July 2010 – Sept 2010)

Kitchen Helper

- See to it that all food items for the restaurant are prepared on time and meet quality and quantity standards
- Prepares on daily basis food requisitions as assigned
- Maintaining of cleanliness in all assigned areas, including refrigerators and freezers
- Ensures smooth running of the section during Demi Chef De parties absences

2) PIZZA HUT RESTAURANT SDN BHD (Oct 2010 – Feb 2011)

Assistant Restaurant Manager

- Oversee and manage all areas of the restaurant and make final decisions on matters of importance to guest service.
- Responsible for ensuring that all financial (invoices, reporting) and personnel / payroll related administrative duties are completed accurately, on time and in accordance with company policies and procedures.
- Manage shifts which include: daily decision making, scheduling, planning while upholding standards, product quality and cleanliness.
- Maintain professional restaurant image, including restaurant cleanliness, proper uniforms, and appearance standards.

3) MAFICOMM RESOURCES SDN BHD (Mac 2011 - July 2011)

Sales and Marketing Assistant

- Handling sales phone calls and e-mails
- Communicating with clients prior to their course and recording all correspondence
- Compiling client Information Packs
- Assisting with the copy writing of marketing materials
- Developing and implementing ideas for the marketing and sales
- Attending and presenting at trade shows

4) HENRY BUTCHER REAL ESTATE SDN BHD (August 2011- to present)

Admin Assistant cum Customer Service

- Attend to walk-ins and incoming calls.
- Scanning/filing of report/correspondences
- Assist in daily activities in the office operation.
- Support general admin.
- Filings and ad-hoc duties
- Maintain confidential records and files
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.