



# SHARIFAH NAJWA BINTI S AHMAD

011-16075154 | najwasharifah99@gmail.com | www.linkedin.com/in/sharifah-najwa-a484a2217

Puchong, Selangor

A Bachelor's Degree holder in Human Resources Management with a First Class CGPA. Managing is what I do best be it supervising colleagues or coordinating tasks. While I received ample education in HR throughout my studies, the need to acquire professional skills drives me to never settle. Hence, I am positive with my enthusiasm and ability to achieve greatness together.

16/5/23  
11am

## Education Level

UITM CAWANGAN SELANGOR, KAMPUS PUNCAK ALAM - Puncak Alam

Sep 2019 - Aug 2022

Bachelor Degree in Business Administration (Honours) Human Resources Management, 3.65/4.00

- Graduated with a 3.65 CGPA.
- Dean's List recipient for 4 semesters.
- Committee member of Corporate and Alumni Bureau for HURES (Human Resource Society) [2020 – 2021].
- Vice President of Programme for Sharing Session: A DAY WITH HR PROFESSIONAL [2021].
- Vice President for webinar "Exploring Working Life with HR Professional: Preparation for Young Graduates" [2021].
- Programme Bureau for "Post Pandemic: The Future Of Graduates Work Life" event [2021].
- Programme Bureau for HURES Infographic Competition: "A GOOD LEADER MAKES A STRONG TEAM" [2021].

MK Dato' Jaafar - Johor Bahru

Jun 2017 - Nov 2018

Certificate in Malaysian Higher School Certificate (STPM), 3.00/4.00

- MUET Band 4.
- Vice President, Sixth Form, Student Representative Council [2017 – 2018].
- Champion, Inter-School Public Speaking Competition, Johor Bahru District [2018].
- Active Participant Award, Sixth Form, Student Representative Council [2018].

## Work Experiences

CORNER FNB SDN. BHD - IOI Business Park, Puchong, Selangor

Me below 100

Oct 2022 - Present

Junior Human Resources & Administration Executive

4 people in team

- Handle employment and hiring process for operations outlet.
- Oversee 8 outlets operations nationwide.
- Administer internship recruitment.
- Regulate administrative matters on pest control and business license for all 16 outlets.
- Contribute in general administrative tasks.
- Assist in payroll documentation.

MALAYSIAN QUALIFICATIONS AGENCY (MQA) - Cyberjaya

Feb 2022 - Aug 2022

Human Resource Intern

- Administering the process of selecting and hiring employees (interview sessions and recruitment).
- Updating employee's MyPortfolio and job description into the Human Resource Management Information System (HRMIS).
- Organization Development: Preparing documentation and materials for meetings with government ministries on restructuring MQA.
- Employee's Rights and Privacy: Assist supervisors and teams in planning and handling Majlis Bersama Jabatan (MBJ).
- Performance Appraisal: Conduct in planning and handling Anugerah Perkhidmatan Cemerlang (APC).
- Compensation and Benefits: Explore about 'Penyata Perubahan Mengenai Pendapatan Seseorang Pegawai' (KEW 8).

UNIQLO - Johor Bahru

May 2019 - Aug 2019

Part Time Retail Assistant

- Fulfill customer's needs in the store at all time.
- Handle new stocks from the back end to the sales floor.
- Close the sales with full satisfaction for the customers.

## Skills and References

### Computer Skills

- Microsoft Office (Words, PowerPoint and Excel)
- Digital Editing (Inshot, Capcut, Audacity, Canva and SlideGo)
- Software: Human Resource Management Information System (HRMIS)

Strength -

well spoken  
Confident  
Time mgmt

Weaknesses

Not multi tasking  
Sometimes not focus  
Like to ask  
Question