



HANIS SARAH BINTI BURHANUDIN

CAREER OBJECTIVE

Self motivated student seeking for position in a good organization where my potentials will be fully discovered while working for the company dedicatedly. I am also flexible and open to learning from mentors and leaders in the field.

WORK EXPERIENCE

Human Resource Assistant (Internship)

(January – June 2023)

- Marina Putrajaya, Putrajaya

AWARD AND ACHIEVEMENT

Politeknik Sultan Idris Shah, Sabak Bernam

- Obtained CGPA 3.96 in last semester
- Head of department award every semester
- National Virtual Pitching Competition (NVPC) 2021

EXTRA CURRICULAR ACTIVITIES

2022

- Participated in Webinar superb company secretary
- Participated in Job Seminar PERKESO (MyFutureJobs)
Participated in Webinar taking notes pretty, productive and effective
- Participated in Program Larian Merdeka
- Participated in Mat Gading Run
- Participate and Organize Rising Star Event

2021

- Participated in National Pitching Competition
- Entrepreneurship
- Participated in studentpreneur : Tips usahawan muda
- Participated in Webinar Power! Tertiary

LANGUAGE

- Malay
- English

PROFILE

☎ 017-9982745

✉ hanissarah50@gmail.com

📍 No 8 Jalan Dahlia, 8/10 Taman
Dahlia 43900 Sepang, Selangor

EDUCATION

Politeknik Sultan Idris Shah,
Sabak Bernam

2020-2023

Current CGPA 3.96

Diploma in Secretarial Science

SMK Bandar Baru Salak

Tinggi Sepang, Selangor

2014-2019

SKILLS

- Microsoft Skills
- Office Administration
- Note Taking
- Communication skills
- Keyboarding Skills

REFERENCE

Mohd Azmi bin Mohd Busra

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Academic Advisor

Politeknik Sultan Idris shah

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