

PERSONAL PARTICULARS



Name : Norazlin binti Mohd Nor

Identity Card : 930615-06-5726

Age : 24

Race : Malay

Address : No 15 Felda Tersang 3, 27600 Raub Pahang

Contact : 014-5034964 / norazlin1506@yahoo.com

D.O.B : 15 Jun 1993

Nationality : Malaysian

Religion : Islam

Marital Status : Single

Gender : Female

Health : Good

Current Sponsor : MARA

EDUCATION LEVEL

Primary School: Sekolah Kebangsaan (LKTP) Tersang 03, Raub Pahang

: Ujian Penilaian Sekolah Rendah (UPSR)

Secondary School: Sekolah Menengah Kebangsaan Tersang, Raub Pahang

: Penilaian Menengah Rendah (PMR) (2006 – 2008)

: Sekolah Menengah Teknik Gombak, Kuala Lumpur

: Sijil Pelajaran Malaysia (SPM) (2009- 2010)

Pre – University : Sekolah Menengah Kebangsaan Seri Raub, Pahang

: Sijil Tinggi Pelajaran Malaysia (STPM) (2011-2012)

Institute: University Tenaga National, Pahang

Current Specialization : Student (Bachelor in Human Resource, Hons.)

Highest Education: Bachelor of Business Administration in

Human Resource Management (HR)

Graduation date: Not yet

Qualification: Degree

CGPA : 3.28

EMPLOYMENT HISTORY

Position Title : Bahagian Penguatkuasaan Dan Keselamatan Majlis Daerah Raub

Section Level : Internship

Date Joined : 10 October 2016

Date Left : 30 December 2016

Job Description: Filing

: Development Management

: Training Assistant

: Industrial Relation

: Safety and Health

ADDITIONAL INFORMATION

Hobbies/Interests : Research and Analysis Scenario, Surf Internet, and Camping.

Possess Own Transport: Yes (Motorcycle)

CAREER OBJECTIVE

- ☐ My career goal is utilizing my knowledge and skills in human resource fields and to become a successful and professional person, contributing to organization, society and country.
- ☐ Seeking a challenging position in a reputable company where my academic background and interpersonal skills are well developed and utilized.
- ☐ Long-term plans are to advance into a major management responsibility within the Human Resource function of the firm.
- ☐ To contribute my skill and at the same time gain new experience, knowledge and skill.

PERSONAL TRAITS

I am a well-disciplined, organized and independent person. I enjoy meeting people and explore new places as I am very adaptive with my surroundings. My colleagues describe me as a fun loving whilst properly-mannered, easily befriended and trustworthy. When working in team projects, team members considered me as dedicated, cooperative and have a strong leadership. I can work well as a team and independently based on the task that had been given to me. I look forward for jobs that allows me to meet new faces and cultures, whilst travelling is not an issue as I have my own transportation. Lastly, I am a quick learner and will do my best when doing something that is interesting and challenging.

SKILLS BASE

- ☐ Able to working dependently with minimum supervision as well a good team player
- ☐ Will to work in long hour
- ☐ Effective in time management and good interpersonal skills
- ☐ Interested to learn new knowledge/skills and fast learner
- ☐ Able to persuade well with clients and colleague
- ☐ Able to conduct public speaking and presentation
- ☐ Honest, patient, and willing to help
- ☐ Resourceful in the completion of projects, effective in multi-tasking
- ☐ Very observant and do things with precaution

LANGUAGE SKILLS

- ☐ Excellent written and verbal communication skills in **English** and **Bahasa Malaysia**.
- ☐ Language Spoken Written
 - Bahasa Malaysia
 - English

COMPUTER LITERACY

- ☐ Human Resource Management Information System (HRMIS)
- ☐ Microsoft Office
- ☐ SPSS (Research)
- ☐ Microsoft Access
- ☐ Prezi Power Point Presentation
- ☐ Info graphics

ACHIEVEMENTS, CURRICULAR/CO-CURRICULAR& SOCIAL ACTIVITIES

Arts & Cultural

- Hari 1 Malaysia (Pertandingan Pakaian Baju Kebangsaan)
- Appreciation Dinner CFGS 2013
- ACOUSTIC MUSIC FESTIVAL COMPETITION 2014
- Malam Cinta Allah & Rasul 2014

Communication & Entrepreneurship

- Hari 1 Malaysia (Pertandingan Pakaian Baju Kebangsaan)
- BOARD MEMBERS KELAB KEMBARA AND RECREATION SESSION 2013/2014
- MOH SIHAT
- KURSUS PARAJURIT MUDA BATCH 2 2014/2015
- ENACTUS AGM
- DERMA DARAH
- CERAMAH MERDEKA
- ACOUSTIC MUSIC FESTIVAL COMPETITION 2014
- FORUM AL-MUQARRABIN
- COBA GOT TALENT 2015

Leadership &Intellectual

- BERANI BERUBAH : HIJRAH MAT JENIN VS HIJRAH ABANG ABU
- BOARD MEMBERS KELAB KEMBARA AND RECREATION SESSION 2013/2014
- INTERFAITH DIALOGUE
- KURSUS PARAJURIT MUDA BATCH 2 2014/2015
- ENACTUS AGM
- LATIHAN MINGGUAN BOLA TAMPAR SEM 1 2014/2015
- CERAMAH MERDEKA
- KHEMAH TAHUNAN SIRI 1/2014
- FORUM AL-MUQARRABIN
- SENAMROBIK MINGGUAN
- KHEMAH TAHUNAN SIRI 1 / 2014
- SECTOR FOCUSED CAREER FAIR 2015
- CUSTOMER SATISFACTON SURVEY 2016

REFERENCES

Academic : Nor Emmy Shuhada binti Derani

Address: Universiti Tenaga Nasional Sultan Ahmad Shah Campus

26700 Bandar Muadzam Shah, Pahang

Contact Number : Emmy@uniten.edu.my / 013-2593536.

Industrial Training:Mr. Mahyuddin bin Yusof

Position : Ketua Bahagian Penguatkuasaan Dan Keselamatan Majlis Daerah Raub

Contact Number: 09-3550991

Name : Noraishah binti Mohd Nor

Address : No 15 Felda Tersang 3, 27600 Raub Pahang

Position : Sales designer

Contact Number : 012-9494494