



**NOR ASWANI BINTI ABU HASSAN**

F 823 KAMPUNG SELENGKOH,  
06910 YAN,  
KEDAH DARUL AMAN

TEL NO.: 012-4078574  
EMAIL:noraswani1991@yahoo.com

**PERSONAL PARTICULARS**

---

Date of birth	: 15 July 1991
Sex	: Female
Marital Status	: Single
Religion	: Muslim
Race	: Malay
Health	: Excellent
License	: B2 & D
Availability	: Immediate

**OBJECTIVES**

---

To pursue new opportunities for career challenges in an organisation that places high-priority on quality performance, and where talents and training can be utilized to improve company performances and profit while I can grow professionally. However, I am willing to accept any position offered provided that it is relevant to my qualifications and skills.

**EDUCATION**

---

**Bachelor of Human Resource in Management with Honours, UNIVERSITI UTARA MALAYSIA**  
CGPA: 2.93

**STPM (SMK Sungai Limau)**  
CGPA: 3.34

**SPM (SMK Sungai Limau)**  
Result: 3A, 3B

## **WORKING EXPERIENCE**

Trainee (February 2015- May 2015)

Pejabat Agama Daerah Yan, Jalan Ruat, 06900 Yan, Kedah Darul Aman.

- Handle the 'Taklimat Penguatkuasaan Seksyen 13' for the staff and 'imam' Daerah Yan.
- Serve the customer application request.
- Doing filing jobs for the company.
- Join the company activities example 'Majlis Tilawah Al-Quran' and outdoor activities.

## **AREAS OF EXPERTISE**

- Management of Training for Trainers
- Occupational Safety and Health Management
- Employee Performance Management
- Remuneration and Rewards Management
- Human Resource Information Systems

## **COMPUTER SKILLS**

### **OFFICE SOFTWARE**

- Microsoft Word
- Power Point
- Microsoft Excel

## **OTHER SELECTED SKILLS**

- Excellent interpersonal and team work skills
- Extensive use of email and the internet

## **STRENGTH & ATTITUDE**

- Willing to learn and perform duties with dedication
- Discipline, responsibility and the capability to handle all the task given and contributes a high volume of work.
- Self motivated, courteous, creative and confident.
- Able to liaise with authority, easily adapt with new environment and place, exceptional communication skills, good leadership skill, creative, hard worker, problem solver, sense of responsibility, good-natured and a well-managed person, willing to learn and to be corrected.
- Ability to work in both independents and grouping environment.

## **LANGUAGES SPOKEN / WRITTEN**

- Malay Language: Spoken and Written
- English Language: Spoken and written (moderate efficiency)

## **REFERENCES**

### **-Dr. Mohd Faizal bin Mohd Isa**

Coordinator of Human Resource Management,  
College of Business,  
Universiti Utara Malaysia.  
019-3350168

### **-Tuan Syeikh Zainul Mukhtar bin Hj Abdullah Sirajuddin**

Pegawai Agama Daerah Yan  
Pejabat Agama Daerah Yan,  
Jalan Ruat, 06900 Yan,  
Kedah Darul Aman.  
04-4651104