

# NUR AMIRA SYAFIQAH BINTI BADARIN

No 3, Jln Kajang Perdana 11,  
Taman Kajang Perdana,  
43000 Kajang, Selangor.  
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013-3044126



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## Resume Summary

**Highest Education** : Bachelor of Administrative Science with Honour  
**Years of Experiences** : Fresh Graduate  
**Expected Salary** : MYR 1500

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## Personal Particulars and Preferences

Date of Birth : 19 January 1994  
Nationality : Malaysian  
Gender : Female  
IC No. : 940119-14-5136  
Possess Own Transport : Yes  
Availability : Immediately

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## Employment History

27<sup>th</sup> July 2016 to Sept 2016

### COMPANY NAME: MINISTRY OF YOUTH AND SPORTS

**Position** : Practical student

**Department** : International Relation Division

**Monthly Salary** : MYR 54 per day (allowance)

**Work Description** :

- Expose to various knowledge and managerial skills
- Become the 'middle person' between ministry
- Work with the minister / deputy minister's office in regards to any official events in regard to the international sports related meetings
- Alias with other ministries in regards to international sport matters
- Become Assistant Secretary and Secretary officer temporarily
- Achievements : Completed all the travel outlook for the delegation of ministers, prepared the video editing for Baton Run, SEA Games 2017, handle the JENESYS Program

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## Educational Background

### Bachelor's Degree with Honour

Expected Graduation Date : November 2017  
Major : Administrative Science  
Institute : Universiti Teknologi Mara (UiTM), Seremban 3, Negeri Sembilan  
Current CGPA : 3.39

### Diploma

Graduation Date : April 2015  
Major : Public Administration  
Institute : Universiti Teknologi Mara (UiTM), Dungun, Terengganu  
CGPA : 3.54

### SPM

Graduation Date : December 2011  
Major : Science stream  
Institute : Sekolah Menengah Kebangsaan Sri Permaisuri, Kuala Lumpur  
CGPA : 4A 2B 3C

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## Languages Proficiency

Language	Spoken	Written
• Malay	Good	Good
• English	Fair	Fair

### STRENGTHS:

- Able to work well in group
- Able to lead and ready to be lead
- Able work under pressure
- Able to do multitasking task
- Willing to learn new things
- Give full commitment in each work task given

### ADDITIONAL SKILLS:

Software: Microsoft Office (Word, Excel, PowerPoint, Publisher, Project), Adobe (Photoshop),  
Movie maker, SPSS, Video editing

<b>Achievement</b>		
<b>Description</b>	<b>Date achieved</b>	<b>Details</b>
Projek Sekolah Angkat KPM – INTEL	November 2008	Participant
Kelab Pembimbing Rakan Sebaya	2008-2011	Committee
5th Malaysia International Ekiden Run Relay Marathon	May 2010	Participant
Perhimpunan Bulanan Ko-Kurikulum Bulan Sabit Merah Malaysia	August 2010	Participant
Pertandingan Kuiz Program Pelancongan Pelajar (3P) peringkat Daerah	September 2010	Participant
Editor-in-Chief of the School Magazine	November 2011	English section
Pertandingan Bola Jaring	2011	Participant
Award Dean's List semester 2	Mac 2013	Dean List
Award Dean's List semester 3	September 2013	Dean List
Award Dean's List semester 4	Mac 2014	Dean List
Kesatria Kembara	December 2012/October 2013	Committee
Pendakian Gunung Berembun di Terengganu	2013	Participant
Bengkel Pengurusan Organisasi Dan Pentadbiran Anjuran Gabungan Pelajar Melayu Semenanjung (GPMS)	January 2014	Facilitator
Siri Dialog Generasi Muda peringkat IPT	2015	Participant
Kayuh Malaysia PDRM	Mac 2015	Participant
Program Bakti Siswa anjuran Persatuan Briged Sukarelawan	May 2015	Committee
Program Kayuhan Santai Jalur Gemilang anjuran MPAJ	August 2015	Participant
Program ECOFRIC "Beach Cleaning"	November 2015	Participant
Program Kayuhan Cinta Malaysia	January 2016	Participant
Persidangan Meja Bulat Belia	July 2016	Participant
ASEAN Young Leader Summit	November 2016	Participant
Award Dean's List semester 6	December 2016	Dean List
Applied Research Project	January 2017	A

<b>References</b>			
Name	: Encik Nazir Bin Rabun	Name	: Encik Zul Fadhli Bin Abd Aziz
Relationship	: Lecturer	Relationship	: Supervisor of practical training
Position	: FYP Supervisor	Position	: Senior Assistant Secretary
Company	: UiTM Seremban 3	Company	: Ministry of Youth and Sports, Putrajaya
Telephone	: 012-763 3493	Telephone	: 013-374 6045