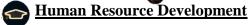
Fatin Nabilah Binti A.Razak

920910-01-6776

No. 55B, Kg Telok Kerang, 82020 Pontian, Johor Darul Ta'zim. © 012-707 2059 / 07-686 0201 © nabilah3406@gmail.com





A position as an active employee, involving responsibility and working with others as a team member to achieve advancement and growth for the company



Institution : University Technology of Malaysia (2013-2016) Field of Study : Bachelor of Science Human Resource Development

Current CGPA : 3.54/4.00 (DEAN LIST)

Institution : University Technology of Malaysia (2010-2013)

Field of Study : Diploma in Technology Management

CGPA : 3.73/4.00 (FIRST CLASS)

Institution : Sekolah Menengah Telok Kerang Pontian Johor (2009)

Field of Study : Accounting

Results : SIJIL PELAJARAN MALAYSIA (SPM) - 5A's



WORK EXPERIENCE

Position	Organization	Duration
Human Resource Assistant	Macro Marine Sdn Bhd	July 2016 –
(Practical Student)		Nov 2016
Personal Assistant for	RnD Management And Services Sdn.Bhd	Nov 2014 -
Commercialization Project		Nov 2016
Financial Administrative	Research Management Centre	June 2013 –
Assistant	University Technology Of Malaysia	August 2013
Clerk	Soga Emas Jaya Sdn.Bhd	August 2012 –
		December 2012
Sales Assistant	Chop Guan Seng Sdn.Bhd	February 2012
		– April 2012



SKILL

Language	Spoken	Written		
Malay	Good	Good		
English	Fair	Good		
Personal Skills: Good team player, willing to learn new knowledge that related and unrelated to				
human resource development & give full commitment				
Computer Skill: Microsoft Office, PhotoScape				





Year	Description	Details
	Touch The Peak Program	Participant
2016	Kursus Rahsia Kejayaan Diri (Siri Ke-22 hingga Siri Ke-30)	Event Assistant
	Insightful Solution Course	Event Assistant
	How To Get Yourself Employed Program	Participant
	Final Year Project : Pembangunan Kerjaya & Tahap Kesedaran	A
	Pekerja Pentadbiran	
	Award Dean List Semester 5	Dean List
2015	Entrefiest 2015	Participant
	Course "Rahsia Kejayaan Diri"	Participant
	Course"Certified Professional Helper"	Participant
	Award Dean List Semester 2-3	Dean List
	University Of Malaysia 39 th Sports Staff	Volunteer
2014	Training Of Trainers Workshop	Participant
	Course Stress Management By Office and Assets Development UTM	Speaker &
		Facilitator
	Award Dean List Semester 1	Dean List
	Dean's Award (First Class) UTM 51th Convocation	First Class Award
2013	College Sports Carnival: Games For All	Participant/Champion
	Festival Sport & Culture UTM : Volleyball	Participant/Champion
	Bina Insan Camp Tasawwur UTM	Participant
	Explorace, UTM	Participant
2012	"Economic Talks" With Dato Mukhriz Mahathir, UTM	Participant
	Smart Generation Program, UTM	Facilitator



Occupational Safety & Health (OSHE) Quality Management System How To Manage Your Personal Finance



MOBILITY & AVAILABILITY

Mobility : Car

Availability : Immediately



Name	Designation	Contact
Assoc.Prof.Dr.Syed Mohamed	Deputy Director of UTM Kuala Lumpur	013-733 0111
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Puan Aryanti Md Arif	Admin Manager of	07 – 241 1242
	Macro Marine Sdn Bhd	
Tuan Hj. Abdul Rashid bin Aris	Deputy Bursar of Procurement UTM	07-5530232
		abdrashid@utm.my