



# NORFAZLEEN BT ABDUL RAHMAN

ADMINISTRATIVE SCIENCE &  
POLICY STUDIES



## Availability

Anytime



## Phone

+6011-16082833



## Email

fazlynn886@gmail.com



## Address

No 13 Lorong 1 Taman Mawar,  
93050 Kuching, Sarawak



## PERSONAL SKILLS

Social Commitment	● ● ● ○ ○
Creativity	● ● ● ○ ○
Organization	● ● ● ○ ○
Communication	● ● ● ○ ○
Team Player	● ● ● ○ ○



## PROFESSIONAL SKILLS

Microsoft Word	● ● ● ● ●
Microsoft Excel	● ● ● ● ○
Microsoft PowerPoint	● ● ● ● ○
Microsoft Publisher	● ● ○ ○ ○
Communication	● ● ● ○ ○
Photoshop	● ● ○ ○ ○



## LANGUAGES

Bahasa Melayu	● ● ● ● ●
English	● ● ● ● ○



## CAREER OBJECTIVE:

Fresh graduate and dedicated person willing to execute given task with full commitment. Limited working experience but ready to learn new things and can start working at any level of position. Currently in the journey to gain more knowledge and experience for career growth.



## INTERNSHIP EXPERIENCE

July - September 2016

### Yayasan Sarawak

#### Higher Education (Trainee)

Assigned to filled students detail into database. Involve in dealing with anything related to the scholarships application. Ensuring that all requirement of application scholarship or loan are properly fulfill. Dealing with public or family or students problem and feedback are also part of the task given. The main priority of the task is to ensure the needs and requirement given to them are satisfied.



## EDUCATION

2014-2017

**Bachelor in Administrative Science and Policy Studies**  
**University Technology MARA (UiTM), Kota Samarahan**  
**CGPA: 3.50**

2012-2014

**Diploma in Administrative Science and Policy Studies**  
**University Technology MARA (UiTM), Kota Samarahan**  
**CGPA: 3.29**

2007-2011

### SPM

**Sekolah Menengah Kuching Tunku Abdul Rahman**  
**RESULT: 3A- 4B+ 2C+ 1D**

### PMR

**Sekolah Kebangsaan Gita Kuching**  
**RESULT: 3B 3C 2D**



## ACHIEVEMENT



### Presentation Awards

**Best Presenter Awards / 2016**



### Reading Awards

**Program Nilam Awards / 2011**



### Academic Awards

**Deanlist Award / 2016**





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## REFERENCE

○ Cik Zalina Binti Mohd Desa

**Lecturer**

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○ Puan Arenawati Sehat Binti Haji Omar

**Lecturer**

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93050, Kuching, Sarawak

17<sup>th</sup> February 2017

HR DEPARTMENT  
Habour View Hotel,  
Lorong Temple,  
93150 Kuching,  
Sarawak, Malaysia  
Dear Sir/ Madam,

## JOB APPLICATION FOR ADMINISTRATIVE POSITIION

This letter is to express my interest in your posting on your ads for an experienced positions. With a Bachelor's degree in Administrative Science, I am confident and I will ensure my skills and performance will not let your organization down. I am writing to apply for Administrative position or enjoy being challenged and working on any position that require me to work outside my comfort and knowledge set, as continuing to learn new languages and development techniques are important to me and the success of your organization growth. Your listed requirements closely match my background and skills.

I am hardworking person and self-motivated with positive attitude towards my career and my life. As I am a fresher, I will put all effort for good progress of organization and your company is a good platform for me to learn more.

I've attached a copy of my resume that details my projects and experiences during internship in Yayasan Sarawak. I can be reached anytime via my cell phone, +6011-16082833 or via email at [fazlynn886@gmail.com](mailto:fazlynn886@gmail.com). Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

Norfazleen Binti Abdul Rahman  
Administrative Science & Policy Studies