



#### **OBJECTIVE**

Fresh graduate from Malaysia University of Science and Technology in BSc (Hons.) Biotechnology, interested in position in the field of biotechnology or agriculture. Open to learning new skills in a different field.

#### **SKILLS AND ABILITIES**

Biotechnology, Molecular Biology, Agricultural Biotechnology, Food Technology, Microbiology Skill.

Academic English, English, Bahasa Melayu, Language for Writing and Speaking with Level of Comprehension.

Event Planning, Event Coordinating, Hosting, Public Speaking, Debate, Creative Writing, Research, Teaching, Theatrical Production, Theology, Political Science, Public Relations, Corporate Skills, Basic IT Knowledge.

Social Media promotion, Educating via Social Media, Environmental Science

Human resource skills, background research .

#### **EDUCATION**

*UNIVERSITI TEKNOLOGI MARA- KOLEJ TEKNOLOGI TIMUR (SEPANG) -  
DIPLOMA IN SCIENCE*

Diploma in Science (AS120) and majored in biology, 3 years programme. Basic course of computer science, internet programming and entrepreneurship. Worked on a mini thesis on The Effect of Palm Oil and Corn Oil on Guinea Pigs. The mini experiment was 15 days long and was done with full independence.

From July 2008 until May 2011

*MALAYSIA UNIVERSITY OF SCIENCE AND TECHNOLOGY – KELANA JAYA –  
BSC (HONS.) BIOTECHNOLOGY*

Majoring in Agricultural Biotechnology. Mastered the skills of Molecular Biology and Microbiology. Working on a thesis of the Isolation and Identification of the Microorganism Diversity in Cocoa Beans (*Theobroma cacao*) Fermentation. I was given full independence in handling the experiment in the laboratory. I managed to find the samples on my own effort.

From September 2011 until Jan 2016

#### **COCURRICULAR ACTIVITIES**

*DIRECTOR, BLOOD DONATION CAMPAIGN  
May 2012*

Managing the event, ensuring the event went on smoothly. Monitoring the operational, marketing and also the finance. Contacting the Blood Bank and dealing with the building management. The host during the day of the event. I managed to persuade many first-time donors to give their blood that day and coaxed the people who were scared about giving blood.

*ASSISTANT DIRECTOR, EXPEDITION TO BROGA HILL  
May 2012*

Assisting the director in managing the event. Contacting the management of the university. Representing the director in the meeting with the management. Leading the event team.

NO 17 TAMAN JASA2  
JALAN SULTAN ISKANDAR SHAH  
33000 KUALA KANGSAR  
PERAK

Phone: +6017-3199 502/  
05-7764322  
Email: mira.isni@gmail.com

**SECRETARY, MUST GRAND ANNUAL DINNER**

June – October 2012

Working on the proposal, ticketing, the list of the students and staff joining the dinner, the pamphlets and brochures, the poster. Leading the operational team of the event. Finding sponsors for the event and manage to singlehandedly get RM2000 sponsorship from a private company. Hosting the event.

**HEAD OF FACILITATORS, ORIENTATION WEEK**

September 2012

Plan the activities for the new students. Interact with the students and the parents. Connecting the new students and the university. Representing the welcoming committee. Planning the closing ceremony of the orientation week.

**DIRECTOR, BLOOD DONATION**

March 2013

Contacting the Blood Bank and dealing with Giant Mall Kelana Jaya. Finding transport for the equipment to be transferred from the university to Giant Mall Kelana Jaya. Leading the team for the event. Hosting the event.

**FACILITATOR, INTAKE JULY/SEPT 2013 ORIENTATION**

September 2013

Planning the activities for the new students. Representing the university to the new students and parents.

**ASSISTANT DIRECTOR, CONQUEST OF TABUR**

May 2013

Reaching the students and spreading the news about the event. Work on the proposal and assisting the director. Leading the team in the operation of the event. Working on the budget with the financial department

**WORK EXPERIENCE**

Sept 2014—Jan 2015

*Social Media Intern, Pertubuhan Alam Sekitar EcoKnights*

Educating the public about environmental awareness through the social media accounts. Documentation of the social events held by the organization through photographs. Handling the communication sector of the organization. Working on the office supplies budget.

Involved with 3 big events; Kuala Lumpur Eco Film Festival, Anugerah Hijau and Knights of Nature.

Involved in smaller events; corporate education

March 2015—July 2015

Part Timer, BGS Checks Sdn. Bhd.

The company handles a discreet background screening assigned by the clients.

The tasks are mostly delicate and sensitive and was given a time limit in submitting the report to the client.

Some of the clients outsourced the work to the company from overseas.

**PROFILE**

**LinkedIn:**

<https://my.linkedin.com/in/mas-amira-mohd-isni-b1097b8a>

**Jobstreet:**

<http://myjobstreet.jobstreet.com.my/resume/preview-resume.php?x=mms11226rlrn0g9ud3p286aa6>

MAY 2016—SEPTEMBER 2016

Admin, PATHLAB, Kelana Jaya

Sorting and matching of printed report. Printing of monthly AD HOC report. Faxing results and reports to clients and branches. Typing of ABO cards, insurance, private and confidential envelope etc.

Answering phone calls. Handling calls for specimen pick-ups and consumable requisition from clinics. Record insurance report and report and put inside envelope.

Check pending tests, checking the stationaries and equipment.

Ordering barcodes, stocks, and forms.

**HOBBIES**

Reading, Drawing, Photography, Debate, Volunteering, Planning for Events.

**COMPUTER SKILLS**

Microsoft Word, Power Point, Excel and Publisher for Microsoft Office 2007, 2010 and 2013, Secretarial Skills, Windows Movie Maker

**VOLUNTEER WORK**

*Malaysian Environmental NGO (MENGO)*  
Environmental NGO in Malaysia.

*EcoKnights*  
Environmental NGO in Malaysia

**LICENSES AND CERTIFICATES**

Driving license type D.

**REFERENCES**

Mr Fadly Bakhtiar, Programme Director, Pertubuhan Alam Sekitar  
EcoKnights  
Fadly@ecoknights.org.my  
+603-77318361

Mr Awang Muzaidin Ahat, Coordinator of Malaysian Environmental NGOs  
(MENGO) Support Unit Office  
awang@mengo.org  
+603-77318361

**LANGUAGES**

Bahasa Melayu  
English

**INTERESTS AND ACTIVITIES**

Agriculture, Urban Farming, Environmental Conservation, Wildlife Conservation, Green Energy

**Age:**

28 years old

**Duration of experience:**

2 years

**Expected Salary:**

MYR1900-2500

**Height:**

1.61m