



NURHANNIS BINTI WIRA

OBJECTIVE

I am well-equipped recent graduates currently looking for a full time position in an environment that offers a greater challenge, increased benefits for self, society and nation, and the opportunity to help the company advance efficiently and productively.

CONTACT

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📍 B63 Lorong Desa Jaya, 7/10
Taman Desa Jaya, 08000 Sungai
Petani, Kedah, Malaysia.

RESEARCH

📁 Year 2016

Understanding the Resistance
Strategies and Employees'
Resistance to Change in Malaysia'
Manufacturing Company

SKILLS/COMPETENCIES

SOFTWARE

Microsoft Office – Word, Excel,
PowerPoint
SAP System
SPSS Software

LANGUAGES

Malay (Fluent)
English (Proficient)
Chinese (Basic)

STRENGTHS

Quick learner
Teamwork
Self-motivate
Understanding about knowledge of
Malaysian Industrial Relations and
Employment Law

QUALIFICATION AND EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION (HONS.) HUMAN RESOURCE MANAGEMENT

📅 2014 – 2016

♥ UNIVERSITI TEKNOLOGI MARA (UiTM)

CGPA: 3.77/4.00

DIPLOMA IN BUSINESS STUDIES

📅 2011 – 2014

♥ UNIVERSITI TEKNOLOGI MARA (UiTM)

CGPA: 3.27/4.00

SIJIL PELAJARAN MALAYSIA (SPM)

📅 2009 – 2010

♥ SM SAINS KUBANG PASU, Jitra

GRED: 3A 2B 4C

PENILAIAN MENENGAH RENDAH (PMR)

📅 2006 – 2009

♥ SMK CONVENT FATHER BARRE

GRED: 7A 1B

EXPERIENCE



Internship Placement

NAZA AUTOMOTIVE MANUFACTURING SDN BHD

📅 Feb 2016 – May 2016

♥ Gurun, Kedah

- Responsible to monitor, maintaining and update employee's attendance, OT, leaves and etc.
- Attend to employee request and queries on HR issues.
- Assist a quick orientation program to new industrial training trainee.
- Updating and maintaining database of all existing employees including training, grievance log and disciplinary issues.
- Familiar with employees' performance appraisal for executive and non-executive level.
- Finalized two days training module and involved in "Commitment and Responsibility Training Program" conducted at Naza KIA Academy.
- Involved in preparations of materials for training module and Majlis Asma UI Husna Al-Akbar.
- Familiar with KAIZEN Program
- Ensure the confidentiality and proper maintenance of employee files and form management.
- Familiar with recruiting and hiring process, including reviewing resumes and conducting telephone interview.

ADDITIONAL INFORMATION

Age : 24 years old
Nationality : Malaysian
Marital Status : Single
Availability : Immediately

- Learn about steps of retrenchment and other general Human Capital Development Department duties.
- Participate in briefing between HR Executives and non-executive employee regarding the implementation and maintaining company policies, rules and regulations.
- Assist in preparation of registration, VIP's attires, goodies bag and etc. for "Perlis Marathon 2016 Event".

CONTRIBUTION AND AWARDS

SEPTEMBER 2014 – AUGUST 2016

- Vice Chancellor Award (First Class Bachelor's Degree)
- Full sponsorship by JPA scholarship
- **Committee Members**, Hasta La Vista organized by UiTM Kedah
- **Committee Members**, Pre-Graduation & The Dean's Award Ceremony at Park Avenue Hotel
- **Programme Facilitator**, Leadership Training Program (Selangkah ke Hadapan) at SK Semeling
- **Participant**, Academic Development Program organized by UiTM (Kedah)
- **Members**, HURES Club
- **Participant**, Business seminar given by Dato' Aliff Syukri (Founder of D'Herbs) and Tuan Ozil Zuri (Founder of Krup Caramel)
- **Participant**, Academic visit to NIOSH, LHDN and Beryl's Chocolate and Confectionery Sdn. Bhd.

JUNE 2011 – MAY 2014

- The Dean's Award (Diploma)
- **Participant**, Mandarin Dikir Barat organized by Department of Language Studies UiTM Kedah
- **Members**, Entrepreneur Club
- **Members**, Recreation Club
- **Participant**, Business trip to Era Edar Sdn Bhd and HR Manufacturing Sdn Bhd organized by Entrepreneur Club
- **Participant**, Academic visit to Penang Port and Azla Group Company

REFEREES

DR KARDINA BINTI KAMARUDDIN

(Senior Lecturer & Thesis Advisor)

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Universiti Teknologi MARA (UiTM) Kedah,
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PN NOOR HAZWANI BINTI BAHAUDIN

Human Resource Executive (Internship Supervisor)

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