



Availability

Anytime



Phone

+6011-16082833



Email

fazlynn886@gmail.com



Address

No 13 Lorong 1 Taman Mawar, 93050 Kuching, Sarawak

PERSONAL SKILLS

Social Commitment • 0 0 Creativity • 0 0 Organization \bullet \circ \circ Communication • 0 0 Team Player • 0 0

RESSIONAL

Microsoft Word Microsoft Excel Microsoft PowerPoint Microsoft Publisher 000 Communication • 0 0 Photoshop 000



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

CHIEVEMENT



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Presentation Awards

Best Presenter Awards / 2016



Reading Awards

Program Nilam Awards / 2011



Academic Awards Deanlist Award / 2016



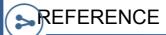




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Ò Cik Zalina Binti Mohd Desa

Lecturer

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Puan Arenawati Sehat Binti Haji Omar

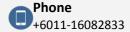
Fecture

Faculty of Administrative science & Policy Studies, Kota Samarahan , Sarawak

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Address
No 13 Lorong 1 Taman Mawar
93050, Kuching, Sarawak

17th February 2017

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

JOB APPLICATION FOR ADMINISTRATIVE POSITION

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. 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