

PERSONAL DETAIL



**NURDIYANA BINTI HAJI
RAHMAT**
**Lot 1373 Batu 1, Kg Sijangkang,
42500, Telok Panglima Garang,
Selangor.**
Contact no : 010-4104992
Email: diyanarahmat89@gmail.com

Name	NURDIYANA BINTI HAJI RAHMAT
Age	28 Years Old
Date of Birth	11/02/1989
I/C No	890211-14-6278
Race	Malay
Nationality	Malaysian
Status	Married
Address	Lot 1373, Batu 1, Kg Sijangkang, 42500, Telok Panglima Garang, Selangor Darul Ehsan.

INTERPERSONAL SKILLS

1. Able to work hard.
2. Ability to work independent or in group.
3. Self-reliance, hardworking, and resourceful.
4. Willing to work for long hours and moderate travelling.
5. Love to learn something new.

EDUCATION BACKGROUND

NO	LEVEL	SCHOOL/INSTITUTE	YEAR	RESULT
1	Diploma Of Psychology	Kolej Dar Al-Hikmah	2012	2.77
2	Sijil Pelajaran Malaysia (SPM/V)	Sekolah Menengah Kebangsaan Munshi Abdullah, Melaka	2008	1 3B, 2 4B, 2 5C, 2 7D, 1 8E

LANGUAGE

BAHASA MELAYU	
SPOKEN	● ● ● ●
WRITTEN	● ● ● ●
READING	● ● ● ●
ENGLISH	
SPOKEN	● ●
WRITTEN	● ●
READING	● ● ●

SKILL

MICROSOFT WORD 2007 ● ● ● ●
MICROSOFT EXCEL 2007 ● ● ● ●
MICROSOFT POWER POINT 2007 ● ● ●
MICROSOFT PUBLISHER 2007 ● ●

WORK EXPERIENCES

BIL	COMPANY	POSITION	YEARS
1	CHERMIN BOOKS PUBLICATION	FREELANCE	PRESENT
2	TADIKA AL-FIKH BANDAR PARKLAND, SELANGOR	PRESCHOOL TEACHER	SEPTEMBER 2015 – JANUARY 2016
3	TADIKA WAWASAN PANDAN JAYA, MELAKA	PRESCHOOL TEACHER	2 YEARS
4	YUSOF RAHMAT & CO, MELAKA	CLERK/TYPIST	6 MONTHS
5	PSYCHOLOGY DEPARTMENT, JABATAN PERKHIDMATAN AWAM MALAYSIA, CYBERJAYA	PRACTICUM	3 MONTHS
6	CYBER CAFÉ KOLEJ DAR AL- HIKMAH	CASHIER	3 MONTHS
7	KENNY ROGERS ROASTERS TESCO MELAKA	CASHIER/WAITRESS	8 MONTHS

Other Work Experience :

As a freelance writer, manage to write and published three short stories in short stories anthology book with others writer. It was published by Pena Padu Publication.

CO-CURRICULUM

NO	ORGANIZATION/CLUB	POSITION	YEARS	ACHIEVEMENT
1	PSYCHOLOGY AND COUNSELLING CLUB	SECRETARY	2009-2010	COLLEGE
2	PERSATUAN PUTERI ISLAM	SECRETARY	2006	SCHOOL
3	PHOTOGRAPHY CLUB	SECRETARY	2006-2007	SCHOOL

REFERENCE

NO	NAME	POSITION	CONTACT NO	COMPANY
1	Cik Puan Wan NurSafuraa Bt Wan Mustafa	Academic Registration Assistant	03-8925 2392	Kolej Dar Al-Hikmah, Sungai Ramal Dalam, Selangor.
2	Puan Zubedah (Mak Intan)	Employer/Head Teacher	012-606 2722	Tadika Wawasan Pandan Jaya, Melaka.
3	Cik Puan Siti Ruzita	Employer/Head Teacher	012-317 5872	Tadika Al-Fikh, Bandar Parklands, Klang, Selangor.