



**NUR HAMIZAH BINTI ABD MANAN**

(Address) C 19 Felda Raya Jengka 14, 26400 Bandar Tun Abdul Razak Jengka,  
Pahang Darul Makmur.  
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Education

**Degree in Bachelor of Science (Human Development and Information Technology),  
2012 - 2016, Universiti Putra Malaysia (UPM), Serdang, Selangor.**

CGPA : 3.05

Among subjects taken :

- ☐ Computer system security
- ☐ Human Computer Interaction
- ☐ Communication and networking

**Matriculation Certificate, 2011 - 2012, Pahang Matriculation College, Gambang, Pahang.**

- ☐ Taken science stream.

Training

**Skim Latihan 1Malaysia - Industri Bekalan Elektrik (SL1M - IBE) Tenaga Nasional Berhad (TNB), Nov 2016, TNB Integrated Learning Solutions (ILSAS), Bandar Baru Bangi, Selangor.**

- ☐ 8 - months training program with comprehensive classroom training and on - the - job - training that aimed to further improve the employability of the graduates.

**Finishing School Programme, Mar 2016 , UPM Serdang, Selangor.**

- ☐ Short course conducted by Human Ecology Faculty in UPM to develop and improve skills in prepared resume and interviewing session as beginning to cope and compete in the marketability of work.

**Big Data Analysis Programme, Oct 2015, Asia Pacific University of Technology and Innovation, Bukit Jalil, Kuala Lumpur.**

- ☐ A talk that organized by Asia Pacific University to share their knowledge about manage the process of examining large data sets to uncover hidden patterns, market trends and customer preferences.

Working Experience

**Practical Trainee (Industrial Training), Jun - Aug 2015, InfoTech Department, Universiti Teknologi Maklumat (UiTM) Cawangan Jengka, Pahang.**

- ☐ Performed monitoring related to human resource and information technology at office and laboratory.
- ☐ Wrote, updated and maintained computer programs or software packages to handle specific jobs such as tracking inventory, storing or retrieving data or controlling other equipment.
- ☐ Planned, directed and coordinated human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as recruitment and employee compensation.

#### Activities and Involvement

- ☐ Active member, UPM Night Walk, 2013 - 2016.
- ☐ UPM Volunteer, Zoo Negara, 2015.
- ☐ Committee, Recycle Go Green College Programme, 2012.
- ☐ Committee, Matriculation Sports Day, 2011.

#### Achievements

- ☐ Secretariat of SL1M F3K2 Career Fair, 2017.
- ☐ Participant, Jalinan Mesra Ekologi (Jarae), 2016.
- ☐ College representative, Kejohanan Sukan Kolej (Sukol) in Badminton, 2015.

#### Skills

<b>IT Proficiency</b>	Microsoft Office Application, Movie Maker, Adobe Photoshop, MySQL, SPSS, Dreamweaver, Xampp
<b>Speaking Proficiency</b>	Bahasa Malaysia (excellent), English (intermediate)
<b>Writing Proficiency</b>	Bahasa Malaysia (excellent), English (intermediate)

#### Additional Information

<b>Driving License Possess</b>	B2, D
<b>Own Transport</b>	Yes
<b>Expected Salary</b>	RM 1,500 - RM 2,200

#### References

En. Mohd Firdaus Fairoz bin Zairolazhar  
 Information Technology Officer  
 UiTM Cawangan Jengka  
 (Office) 09 4602233

Dr. Thinagaran a/l Perumal  
 Lecturer  
 Science Computer and System Department, UPM Serdang  
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