

CURRICULUM VITAE

NOR ZATUL SYAFIQAH BT

HASBULLAH

25 years old

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Current address: 37, Jalan Raja Mahmud, Kampung Baru, 50300 Kuala Lumpur.

OBJECTIVE

Dedicated and motivated Syariah Law graduate seeking a job that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

EDUCATION

YEARS	EDUCATION	FIELD OF STUDY	INSTITUTION	RESULT
2015	Bachelor's Degree	Fiqh And Fatwa (Syariah Law)	Islamic Science University of Malaysia	3.71
2011	Foundation	Syariah And Law	Islamic Science University of Malaysia	3.2
2009	Sijil Pelajaran Malaysia (SPM)	Islamic Science	Sekolah Menengah Kebangsaan Agama Kerian	6A 5B
2007	Penilaian Menengah Rendah (PMR)	Islamic Science	Sekolah Menengah Kebangsaan Agama Kerian	8A 1B

WORK EXPERIENCE

May 2016 – now

Trainee Skim Latihan 1 Malaysia, Integrity Division, Lembaga Tabung Haji, Kuala Lumpur.

- Assist in managing Corruption Risk Management (CRM) programme in order to instilled integrity and managing governance.
- Collecting and categorizing act and policies used for investigation under integrity case for example Anti-Money Laundering Policy.
- Assist in managing awareness program with societies
- Attend to incoming calls promptly, courteously in a competent and professional manner.
- Prepare relevant report for management monitoring and reviewing.
- Categorizing and indexing complex filing system.
- Any ad-hoc task assigned by superior.

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October 2015 – May 2016

Pekerja Sambilan Harian at Financial and asset section, Biro Tatanegara, Putrajaya.

- Has experienced in preparing minutes for meeting.
- Review and draft policies on matters relating asset management.
- Develop effective controls with regard to infrastructure asset management.
- Assist with the planning, sourcing and buying of goods, equipment and services in a timely and cost effective way; considering environmental sustainability and appropriate quality standards.
- Assist in the gathering of information and formulation of specifications and requirements for purchasing of goods, equipment and services.
- Has experienced be assistant for meeting.
- Has experienced in handling files.
- Assist boss in preparing project report.
- Responsible to prepare proposal and formal letter for event.

23 February 2015 – 16 June 2015

Trainee in the Syariah Subordinate Court of Manjung.

- Has experienced in handling customer services.
- Has experienced in handling e-Syariah for case registration, report and print receipt.
- Has experienced in assist judge for hearing case in court. Citing a copy of the identity card of the parties and the original copy of marriage certificate for trial proceedings. Call the parties for trial and set a date for trial.
- Has experienced in prepare proposal and formal letter for event.
- Has experienced in handling files in files room.
- Has experienced in helping financial assistant prepared account for daily and monthly.

SOCIETIES / ACTIVITIES

2013/2014	• University representative in USIM Global Islamic Students Outreach (GISO)Programme 2014: Kembara Insaniah Generasi Muda ke Sydney, Australia
	• University representative in Student Election
	• University representative in Simulation for Student Election
	• Committee members for Twins of Faith Family Festival
	• Faculty representative in Faculty's Sport (SUKFAC)
2012/2013	• Committee members of Bulan Sabit Merah Malaysia
	• University representative for 'Bengkel Cybertroopers Dan Ikon Nur Al-Falah IPTA'
2011/2012	• Join Malaysian Red Crescent Club
	• University representative for First Aider in Every Home Campaign

AWARDS

2011-2015	Dean Award
2015	Faculty's Book Award

CURRICULUM VITAE

SKILLS

		Very Good	Good	Moderate
Language (speaking and writing)	Malay	/		
	English		/	
	Arabic		/	
Computer	MS Office (Microsoft Word, Excel, Powerpoint)	/		
Others	Soft Skill	/		
	Team work	/		
	Management	/		
	Self-motivation	/		
	Leadership	/		

REFERENCES

Hajah Norismalily Bt Ishak	Dr. Azman Bin Ab Rahman
Pengurus Kanan	Pensyarah Kanan
Bahagian Integriti Lembaga Tabung Haji 201, Jalan Tun Razak	Fakulti Syariah dan Undang-Undang Universiti Sains Islam Malaysia
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