

Address  
No 42, Kampung Padang Jeri,  
33300 Gerik, Perak.

I/C No.  
920702-08-5662

Religion  
Islam

Race  
Malay

Nationality  
Malaysian

## ABOUT ME

A young and dedicated person. Culturally sensitive and able to communicate with different background of people. Self-motivated, hardworking individual and have the passion in learning. Able to operate effective in a team.

## SKILLS

### COMPUTER

MICROSOFT WORD

MICROSOFT POWERPOINT

MICROSOFT EXCEL

MICROSOFT PUBLISHER

SPSS SOFTWARE



### PERSONAL

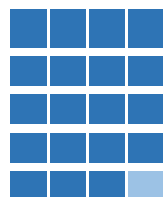
COMMUNICATION

ORGANIZATION

TEAM PLAYER

CREATIVITY

SOCIAL



## | RESUME |

# MAIZATUL NUR NADIAH BINTI MUSTAPA KAMAL

017 548 1521 | maeyzanurnadeeyah92@gmail.com

## EDUCATION

<b>Bachelor of Business Administration (Hons.) Human Resource Management</b>	Universiti Teknologi Mara (Kampus Arau) Perlis.	2013-2016	CGPA: 3.65
<b>Diploma in Public Administration</b>	Universiti Teknologi Mara (Kampus Alor Gajah) Melaka.	2010-2013	CGPA: 3.35
<b>SPM</b>	SMK Sultan Idris Shah II Gerik Perak.	2009	2As 6Bs

## EXTRA CURRICULAR ACTIVITIES

### UNIVERSITI TEKNOLOGI MARA

- 2012 Participant at 3<sup>rd</sup> International Conference on Public Policy and Social Science
- 2014 Vice Secretary for Participant Development Program
- 2015 Participant in "Jangan Ambil Harta Orang" Seminar
- Participant in "Change and Organization Development" Program
- Participant in "Bengkel Personaliti B-HUREC"

## WORK EXPERIENCES

June - July 2013

### RISDA Daerah Hulu Perak, Gerik, Perak

Social Research Assistant

- ✓ Conduct surveys and collect data, using methods such as interviews, questionnaires, focus groups and file reviews.

February - June 2016

### Kolej Komuniti Gerik

Internship Student

- ✓ Participate in student recruitment, selection, and admission, making admissions recommendations when required to do so.

September - November 2016

### Kolej Komuniti Gerik

Pekerja Sambilan Harian

- ✓ Perform a task on a daily basis for Administration Unit, Finance Unit, Quality Unit, Students Intake Unit and others.

## REFERENCES

### Dr. Ahmad Nizan Bin Mat Noor

Senior Lecturer  
UiTM Arau, Perlis  
Phone: 019 550 7500

### En. Santhana Julias A/L Henry

Student's Intake Officer  
Kolej Komuniti Gerik  
Phone: 019 567 0257

