



NURHAFIZAH BINTI NORIZAM

BACHELOR (HONS) PROJECT MANAGEMENT.



CAREER OBJECTIVE

Seeking for a suitable position and to be a part of the challenging team with an organization where i can utilize my knowledge and analytical skills to achieve organization goals.



CONTACT ME

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21100 Kuala Terengganu,
Terengganu Darul Iman

☎ +6019 - 9339653 (mobile)

✉ nurhafizahnorizam91@gmail.com

👤 Malaysian (F) / Malay / Single



PERSONAL SKILL

LEADERSHIP

POSITIVE WORK ETHIC

PUNCTUAL

INDEPENDENT



LANGUAGE SKILL

MALAY

ENGLISH



REFERENCES

Mr. Muhammad Faisal
bin Mohd Yasin,
UNIVERSITI MALAYSIA
PAHANG
Student Affairs Officer
Phone: +6019 - 9824330

Miss Safiynaz binti Omar,
UNIVERSITI MALAYSIA
PAHANG
Academic Supervisor
Phone: +6013 - 4771864



EDUCATION

Sept. 2013 - UNIVERSITI MALAYSIA PAHANG (UMP)
Sept. 2017 - BACHELOR (HONS) PROJECT MANAGEMENT

Jan 2013 - TERENGGANU TIMBER INDUSTRY
Mac 2013 - TRAINING CENTER

CERTIFICATE OF VOCATIONAL TRAINING
OFFICER

Jan 2013 - POLITEKNIK SULTAN MIZAN ZAINAL ABIDIN
Mac 2013 - DIPLOMA CIVIL ENGINEERING



PROFESSIONAL EXPERIENCES

April - July 2013 - IKBN WAKAF TAPAI, TERENGGANU
Contract Teacher

- Taught students in building maintenance subject.

Sept. - Feb 2011 - WRA SERVICES SDN.BHD
Internship Student (*Diploma Level*)

- Assigned as a site supervisor.
- Managed restoration works in the hospital project.
- Managed site workers and ensured project was not delayed.

Feb. - July 2017 - IFORA HEIGHT SDN. BHD.
Internship Student (*Degree Level*)

- Assigned as the assistant manager in office management.
- Ensure work progress of the project is on schedule (CPM Progress).
- Attend and actively participate in meetings involving clients and project team members.



TECHNICAL SKILL

MICROSOFT WORD

MICROSOFT EXCEL

MICROSOFT POWERPOINT



ACHIEVEMENT

Academic Achievements

- Awarded and received :
 - Curriculum Award Leaders Residential College UMP 2016
 - Leadership Award Residential College UMP 2015
 - Dean list during diploma level (*Semester 1 & 2*)

Extra - curricular Achievements

- Entrusted as the president for Perwakilan Kolej Kediaman (PEKA3) for two consecutive years.
- Responsible for two mobility programmes abroad :
 - Global Outreach Program in China
 - Operasi Khidmat Komuniti Kemboja (OPKIM 1)
- Successfully lead and motivated teams to handle and prepare events for students.