

## SITI NABILAH ALIAA BINTI HASSAN

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### EDUCATION

Sept 2012 – June 2016	University Putra of Malaysia (UPM)	Bachelor Science Human Development and Information Technology (CGPA 3.275)
Mei 2011 – April 2012	Kolej Matrikulasi Negeri Sembilan (KMNS)	Science Module 3
2006 – 2010	SMK Long Gafar, Kota Bharu, Kelantan	SPM (6A, 1B, 3C), PMR (8A)

### WORK EXPERIENCE

Sept-Nov	2016	Temporary babysitter at Taska Permata Ilmu, Bangi Exposure gain: <ul style="list-style-type: none"><li>- Taking care children from 2 months until 3 years old according to a given schedule.</li><li>- Interact with children and conducting activities suitable with their age.</li><li>- Manage their play time, nap time and bath time.</li><li>- Preparing meals for breakfast, lunch and tea time.</li><li>- Record each child activities into their record book.</li><li>- Interact with parents and response immediately if there is any complains.</li></ul>
July-August	2015	Internship at Pejabat Pendidikan Daerah Seberang Perai Utara (Development and Asset) Exposure gain: <ul style="list-style-type: none"><li>- Managed contractors details, record data and update the finalize quotations besides involve in other administration tasks.</li></ul>

## EXTRA-CURRICULAR ACTIVITIES

April	2016	Volunteer at Rumah Orang Tua Al-Ikhlas, Puchong.
March	2015	Volunteer at Malaysian Association for the Blind (MAB)
Jan	2015	Facilitator for Jalinan Rakan Ekologi (JARAE)
Nov	2013	Secretary of Basic Expedition UPM Semester 1 (2013/2014) <ul style="list-style-type: none"><li>- Caving expedition in Gua Batu Maloi, Negeri Sembilan.</li><li>- Conducting environmental awareness camp around Gua Batu Maloi recreational area.</li></ul>
Sept	2013	Volunteer for Asian Youth Para Games 2013
Jan	2013	Participant for Jalinan Rakan Ekologi (JARAE)

## SKILLS / STRENGTHS

- Proficient in MS Word, MS Excel, MS Access, and MS Power Point, Dreamweaver and Microsoft Expression.
- Speak fluent Malay language, able to converse in simple English.
- Have basic in Java and SQL and familiar with Oracle and Xampp.
- Can work under pressure and meet tight deadlines.
- Willing to work long hours, independent and make good sound judgments.
- Able to work in team group and could be an independent person.

## HONOURS & AWARDS

- Certified in Level 2 Book-keeping and Accounts LCCI.
- 2<sup>nd</sup> Place for Pesta Pantun Sekolah Menengah.