



**ALYA FARAH NADYA BINTI ROSLI**

No. 128, Lot 2848, Lorong Bunga Kemuning 3A,  
Batu 3, Jalan Matang, 93050, Kuching, Sarawak

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**Contact**  
010-9837231

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**Email**  
farahnadya@hotmail.com

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**Objectives**

To obtain a challenging and responsible position where I can contribute the best of my skills and efforts for the growth of the company.

**Personal Particular**

Age	: 24 years old	IC No	: 931028-13-6408
Nationality	: Malaysia	Gender	: Female
Marital status	: Single	Date of Birth	: 28 October 1993

**Educational Background**

2015 – 2017	<b>Bachelor of Office Systems Management (Hons.)</b> Universiti Teknologi Mara (UiTM), Sarawak CGPA: 2.77
2012 – 2014	<b>Diploma in Office Management &amp; Technology</b> Universiti Teknologi Mara (UiTM), Sarawak CGPA: 2.59
2006 - 2010	<b>Sijil Pelajaran Malaysia (SPM)</b> <b>Penilaian Menengah Rendah (PMR)</b> Sekolah Menengah Kebangsaan Tunku Abdul Rahman (SMK TAR) SPM : 1A-, 4B, 1C+, 1C, 2D, 1E PMR: 1A, 3B, 2C, 2D
2000 - 2005	<b>Ujian Penilaian Sekolah Rendah (UPSR)</b> Achieved 1A, 3B, 1C

## Skills and Abilities

Languages	Fluent in spoken and writing in Bahasa Malaysia Good in speaking and writing in English
Skills	Microsoft Word, Publisher, Microsoft Excel, PowerPoint, Movie Maker, Photoscape,
Social Skills	Communication, Teamwork

## Working Experiences

2016	Internship at Universiti Malaysia Sarawak (UNIMAS) (Bahagian Pembangunan Modal Insan, BPMI – 4 months)
2014	Substitute Teacher - Almost 3 months Sekolah Kebangsaan Tan Sri Datuk Haji Mohamed (SKTSDHM)

## Awards and Achievements

### UiTM

2016 (September)	Participated in Terengganu International Business Economic Conference (TiBEC V) As Presenter
2015 (December)	Involved in "UiTM Berselawat & Pameran Falak 2015"
2015 (December)	Involved in "Kem Anak Soleh & Solehah Sebagai Fasilitator"
2015 (October)	Involved in "Program Jalinan Mesra OSYS Di Kampung Jawa Semenggok"
2015 (October)	Involved in organizing events for "Career Planning and Personality Development"
2015 (November)	Involved in organizing events for "Dinner OSYS"
2014 (November)	Involved in organizing events for academic purposes "Academic Trip to Angkasapuri RTM, Kuala Lumpur and Yakult, Seremban"
2014 (Mac)	Received "Sijil Penghargaan OMSAR"
2014	Involved in organizing events for academic purposes "Dinner OMSAR"
2012 (February)	Involved in Office Management Seminar organized by "Persatuan Omsar", UiTM (Sarawak)
2013 (April)	A participant in "Kesatria Negara 3"
2012 (October)	A participant in "Kesatria Negara 2"
2012 (April)	A participant in "Kesatria Negara 1"

### SCHOOL

2010	Received "Pengiktirafan Tahap GANGSA Program NILAM STAR"
2010 (December)	Involved in "Pertandingan Catur Tertutup N4 Pantai Damai"
2010 (Mei)	Involved in "Kursus Latihan Orang Awam Kem Kepimpinan Kelab Rakan Muda STAR"
2010 (April)	Involved in "Pertandingan Kuiz Interaktif PNB – 1 Malaysia (1Q-1M) Peringkat Bertulis dengan kerjasama Kementerian Pelajaran Malaysia (KPM)"
2010 (April)	Involved in "Perkhemahan Kelab Rakan Muda SMK Tunku Abdul Rahman"

<b>2010 (Mac)</b>	Involved in "Pertandingan Catur 18 Tahun Ke Bawah"
<b>2010 (April)</b>	Involved in "Karnival Bahasa Inggeris 2008 (Scrabble Competition)"
<b>2009</b>	Received "Pengiktirafan Tahap GANGSA Program NILAM STAR"
<b>2009 (July)</b>	Involved in "Kejohanan Olahraga Antara Rumah-Rumah Sukan STAR Ke-35"
<b>2009 (March)</b>	Involved in "Kejohanan Catur Di SMK Tunku Abdul Rahman"
<b>2008 (August)</b>	Involved in "Drama Pendek (Terbuka) Sempena Bulan Bahasa STAR"
<b>2005 (October)</b>	Involved in "Program NILAM anjuran SK Tan Sri Datuk Haji Mohamed"
<b>2004 (Jun)</b>	Involved in "Pertandingan Choral Speaking Peringkat Bahagian Kuching"

## REFERENCES

### **Puan Noor Shima Binti Antony**

Ketua Program BM232  
Universiti Teknologi Mara Sarawak  
Kampus Samarahan 2  
Peti Surat 1258  
94300 Kota Samarahan, Sarawak  
Phone: 082-678235

### **Puan Hajah Rakayah Binti Haji Madon**

Pengarah Jabatan Pendidikan Sarawak  
Mantan Pengetua SMK Tunku Abdul Rahman  
Jalan Bako & Lorong Diplomatik 3  
Petra Jaya 93050  
Kuching Sarawak  
Phone: 082-473473

### **Puan Siti Lydiawati Binti Sahmat**

Penolong Pendaftar Kanan@Unit Program Profesional&Inovasi  
Bahagian Pembangunan Modal Insan  
Universiti Malaysia Sarawak  
Jalan Datuk Mohd Musa  
94300 Kota Samarahan Sarawak  
Phone: 082-240688

### **Hasbi Bin Sahmat**

Guru Besar  
Sk Tan Sri Datuk Haji Mohammed  
Jalan Belatok Matang Land District  
93050 Kuching Sarawak  
Phone: 082-641069