

**HANI LIYANA BINTI MOHD SUBRI**

136, Persiaran Mayang Pasir, 11950, Bayan Lepas, P.Pinang

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**EDUCATIONAL BACKGROUND****2014 – 2016****BACHELOR'S DEGREE**

Field of Study : Bachelor of Business Administration

Major : Business Economics

University : Universiti Teknologi MARA (UiTM), Sg. Petani

Dean List : Three Times

CGPA : 3.54

**2011 – 2014****DIPLOMA**

Field of Study : Diploma in Business Studies

University : Universiti Teknologi MARA (UiTM), Sg. Petani

Dean List : Four Times

CGPA : 3.63

**2009 – 2010****Sijil Pelajaran Malaysia (SPM)**

School : Maktab Rendah Sains MARA (MRSM) Balik Pulau,  
Pulau Pinang

Results : 6A, 2B

**SKILLS / STRENGTHS**

- Able to use Microsoft Word, Power Point and Excel.
- Able to use appropriate tools for statistical and economic problems (EViews, Stata11)
- Eager to learn
- Has high level of confidence and highly motivated
- Problem solving skills, a good listener
- Positive thinking
- Responsible, hardworking to complete any tasks given
- Time-oriented person
- Willing to work in team or person

## PARTICIPATION

- |                    |  |
|--------------------|--|
| <b>2015 – 2016</b> | <b>Universiti Teknologi MARA (UiTM), Sg Petani</b> <ul style="list-style-type: none"> <li>Secretary of Economic Issues and Policies' Seminar</li> <li>Secretary II of Entrepreneur Among Us (ENACTUS)</li> </ul>   |
| <b>2011 – 2014</b> | <b>Universiti Teknologi MARA (UiTM), Sg Petani</b> <ul style="list-style-type: none"> <li>Committee in Karnival Bahasa (KASA) UiTM Kedah</li> <li>Business Club Semester II Camp</li> <li>Active member, Arabic Club</li> <li>Active member, Ikatan Mahasiswa Dinamis (IMAN) Club</li> </ul>   |
| <b>2009 – 2010</b> | <b>Maktab Rendah Sains MARA (MRSM) Balik Pulau, P. Pinang</b> <ul style="list-style-type: none"> <li>Vice President II, Student Representative Council 2010</li> <li>Vice President, Taekwondo Club</li> <li>President, Bicycle Club</li> <li>Committee member, Travelling Club</li> <li>Participating member, Inter-MRSM Dramafest Competition</li> </ul> |

## WORKING EXPERIENCE

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|---------------------|---|
| <b>2016 – 2017</b>  | <b>INARI TECHNOLOGY SDN BHD</b>   |
| <u>Position</u>     | : <u>HR Assistant</u>   |
| <u>Job function</u> | : <ul style="list-style-type: none"> <li>- Compensation and benefit including data entry for leaves, application for SOCSO, documentation using the system (KHSoft).</li> <li>- Recruitment of foreign and local workers (operators).</li> <li>- Interview arrangement for direct labour (operators) and indirect labour (technician, engineer) cum receptionist.</li> <li>- Data entry for new intake (direct labour and practical students) using the system.</li> <li>- Distribution and explaining of worker medical card and benefits</li> <li>- Assist in HR related matters (Career fair, activities)</li> </ul> |

## INDUSTRIAL TRAINING

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|----------------------------|--|
| <b>Jan 2016 – May 2016</b> | <b>INARI TECHNOLOGY SDN BHD</b> <ul style="list-style-type: none"> <li>-Data entry for leaves, documentation, recruitment (assist in career/job fair)</li> <li>- Assist for locker management</li> <li>- Sorting and filing documents</li> </ul> |
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LANGUAGE
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LANGUAGE / SKILLS	WRITING	READING	SPEAKING
MALAY	Good	Good	Good
ENGLISH	Good	Good	Good
MANDARIN	Basic	Basic	Basic

REFERENCES
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**Mrs Lilawati Mohamad Salleh**

HR Executive

INARI TECHNOLOGY SDN BHD

[lilawati@inari-amertron.com.my](mailto:lilawati@inari-amertron.com.my)

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**Mrs Aainaa Abdul Rahim**

HR Officer (Supervisor)

INARI TECHNOLOGY SDN BHD

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**Miss Rosmaiza Abd Ghani**

Lecturer / Academic Advisor

Universiti Teknologi MARA (UiTM) Sg Petani

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