

RABIATUL ADAWIYAH

+6013 826 7576

adawiyahdwork@gmail.com

No. 1144-D, Lucky Tower, Jalan Tanjung
Batu, 97000, Bintulu, Sarawak.

ABOUT ME

Name: Rabiatul Adawiyah Binti Dollah**Date of Birth:** 24th January 1994 (23 years old)**Nationality:** Malaysian**Occupation:** Degree Holder**CGPA:** 3.20

EDUCATION

2015 – 2017**Bachelor Degree of Mass Communication (Hons) in Interpersonal Communication**
Universiti Teknologi MARA (UiTM) Shah Alam**2012 – 2014****Diploma in Communication and Media**
Universiti Teknologi MARA (UiTM) Lendu, Malacca**2014****Malaysian University English Test (MUET)**
Total Score: 177
Band: 3

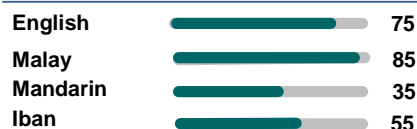
PROFESSIONAL SKILLS



PERSONAL SKILLS



LANGUAGES



OBJECTIVES

I am Rabiatul Adawiyah a University graduate seeking a position that will allow me to use my Bachelor of Mass Communication (Hons) major in Interpersonal Communication. I would like to be a part of a company where I could use and enhance my skills as well as gain experience for the future development of myself.

Job field(s) to be applied:

Public Affairs; Admin Executive; Human Resource; Corporate Communications; Client Support Advisor; Information Executive; Communications Officer; Human Capital Executive

Job position to be applied: **Any kind of position/job that is available and fits my qualification.**

WORKING EXPERIENCES

SALESGIRL & CASHIER
(3 weeks / School break)

PORSCH FASHION & GENERAL TRADING

Greeted customers and assisted them in locating their choice of product. Also, provided insight into the workings / use of each product. Assisted customers in selecting the right product by providing them pricing and expiry date information.

CASHIER
(3 months / 1st September 2011 – 1st December 2011)

U2 COMPUTER
Responsible for taking money in the form of cash, check, or credit card from patrons in exchange for food or services. Scans items, provides change, balances drawer, and processes card transactions.

CLERK
(1 month / Semester Break)

GLOBAL INTEGRATED OILFIELD SERVICES SDN. BHD

Created design theme and graphics for marketing and sales presentations, training videos and corporate websites. Collaborated with creative team to design and produce computer-generated artwork for marketing and promotional materials.

BARISTA
(5 months – 2015)

BERJAYA STARBUCKS COFFEE SDN BHD

Promotes coffee consumption by educating customers; selling coffee and coffee grinding and brewing equipment, accessories, and supplies; preparing and serving a variety of coffee drinks, along with pastries and cookies.

INDUSTRIAL TRAINING EXPERIENCE

TRAINEE

Public Affairs Department
(4 months / 11th Sept
22nd Dec 2017)

MALAYSIA LNG SDN. BHD

Work closely with other departments within the company to solicit necessary information to update corporate shows, briefing materials and information leaflets. Also, participate in various award competitions to highlight Company's achievements in all aspects, eg. Safety, HRM, Management and Plant operations. Participate in significant projects related to Health, Safety and Environment (HSE) matters. Support community projects for the needy. Assist and support other departments in the company in organising relevant Company's functions, eg. Annual Dinner, MLNG/BLNG Games Carnival, PETRONAS Games, etc, emphasising on quality outputs, team-building programme for MC Team, and corporate visits.

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AWARDS AND ACCOMPLISHMENT



CERTIFICATES OF COMMENDATION

2013 - 2014	Tun Ali's Halls of Residence (Jawatankuasa Perwakilan Kolej; JPK) – As a Treasurer
2012 - 2013	Members of The Cultural Club (Semara-Singing/Vocal Club)
	Leader of Tun Ali's Band (Alian's)
	Represented the College Tun Ali's in Badminton, Volleyball and Futsal
	Bureau Chief of Discipline for "Pemimpin Minggu Destini Siswa".
2016	Bureau Chief of Gift and Decoration (Class Event)

ACADEMIC ACHIEVEMENT AWARDS (DEAN'S AWARD)

- Diploma : 1 time (1 semester)

SKILLS



ADMINISTRATIVE SKILLS

- Organization and basic legal skills
- Experienced in general office procedure
- The ability to handle numerical data
- Formatting and managing documents
- Dealing with public administration issues
- Archiving & records management

SOFT SKILLS

- Able to communicate effectively with work colleagues at all levels
- Communication – both written and verbal
- Dealing, negotiation, presentation skills
- Experienced in use of all office equipment

REFERENCES



Mr. Dzulkarnain Bin Mazlan

Senior Lecturer UiTM Shah Alam
Advisor

Tel: 019 - 2028674 (H/P) / 03 - 55211743
(Office)

Email: dzul0103@salam.uitm.edu.my

Matthew Douglas

Store Managers
Berjaya Starbucks Coffee
Company Sdn. Bhd.

Tel: 016 - 5227401 / 011 - 25003702

Ms. Norazibah Binti Rabu

Manager Public Affairs Department
Supervisor during Industrial Practical Training
Malaysia LNG Sdn. Bhd.

Tel: 019 – 8552272

SOCIAL MEDIA



Twitter:
adawiyahhd



Facebook:
R'Adawiyah