

## PERSONAL INFORMATION

Name : Nurul Syafiqah Binti Daud  
Address : 28, Jalan USJ 11/1A, UEP Subang  
Jaya, 47620 Subang Jaya, Selangor  
Contact Number : 012-3763065/ 03-56369751  
Email : syafdaud@yahoo.com.my  
Identity Card : 900917-14-6348  
Date of Birth : 17 September 1990  
Place of Birth : Kuala Lumpur  
Age : 26  
Marital Status : Single  
Nationality : Malaysian  
Religion : Muslim  
Race : Malay  
Driving Licence : D



## EDUCATION

2015-2016 : Universiti Sains Malaysia  
Master of Art (Translation Studies)  
CGPA: 2.93  
  
2011-2015 : Universiti Sains Malaysia  
Bachelor of Arts (Translation with Interpretation)  
CGPA: 3.14  
  
2008-2011 : Kolej Profesional MARA Indera Mahkota  
Diploma in English Communication  
CGPA: 3.32  
  
2003-2007 : Sekolah Menengah Kebangsaan USJ 12  
Sijil Pelajaran Malaysia

### CAREER OBJECTIVE

1. To seek for a full time position and to gain job experience in any related field.
2. To gain some knowledge not only in translation field, but also in other field as well.
3. To succeed in an environment of growth and excellence and also to earn a job which provides me with job satisfaction and self-development.
4. To achieve personal and organizational goals.

### WORKING EXPERIENCE

1. Interns at Media Prima Berhad (2011)
  - Involved in administrative job such as newspaper cutting, prepared correspondence, and clerical work
  - Involved in few events such as Anugerah Juara Lagu 2011, Majlis Sambutan Tahun Baru Cina Media Prima, and Anugerah Seri Angkasa as usher.

### CONTRIBUTION AND ACHIEVEMENT

1. Award Recipient for *College Outstanding Performance Award 2008 and 2010*, Kolej Profesional MARA Indera Mahkota
2. Facilitator in *Minggu Haluan Siswa Julai-Disember 2010* programme, Kolej Profesional MARA Indera Mahkota
3. Facilitator in *Transformasi Remaja Cemerlang "Generasi Terbilang" 2011* programme, Universiti Sains Malaysia
4. Participated in *Kembara Ilmu Kelestarian 1 Malaysia 2013 (Universiti Sains Malaysia)* programme to Perth, Australia. The purpose of the programme was to gain knowledge of the minorities people's life and to learned their culture in Perth, Australia.
5. Involved as volunteer in *Explore the Unknown Potential* motivational for SPM and STPM students' event.
  - Before the event: market research for the event took place, pre-arranged meal for the students and preparing crucial items for the occasion.
  - During the event: assisting in students' registration, promoting organizer's merchandise such as motivational book, t-shirts, and posters.
  - After the event: Responsible for the upkeep of the event

### SKILL AND STRENGTH

1. Microsoft Offices: All Microsoft Office (Example Words, Microsoft Excel, and Microsoft PowerPoint)
2. Typing skill – 40wpm with minimal error.
3. Fast learner, can work under minimum supervision.

4. Can work in a team and ability to multi task.
5. Willing to work overtime and weekend/public holiday if required.
6. IT competence (Example latest info in social media)
7. Self-independence

<b>LANGUAGE</b>
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Spoken and Written Language : Bahasa Melayu and English

<b>REFERRAL</b>
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Name : Dr. Rokiah Awang

Address : IPS Universiti Sains Malaysia @KL, Aras 8, Menara Wisma Sejara, 230  
Jalan Tun Razak, 50400 Kuala Lumpur

Position : Lecturer

Email : arokiah@usm.my

Office Number: 03-26810091

Name : Dr Noraini Binti Ibrahim

Address : Bahagian Pengajian Penterjemahan dan Interpretasi, P.P Ilmu  
Kemanusiaan, Universiti Sains Malaysia, 11800 Pulau Pinang

Position : Lecturer

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