

# NURSHAFIQA KALISA BINTI SAHRUDDIN

BACHELOR OF SOCIAL WORK WITH HONOURS

## PERSONAL DETAILS

I/C Number : 920830-12-5948  
Age : 24 Years Old  
Nationality : Malaysian  
Address : TB 6913, Lot 9, Block 2, Tmn Semarak, Phase 2A,  
Jln Bal, 91000 Tawau Sabah  
Marital Status : Single  
Religion : Islam  
License : D



Tawau, Sabah  
011-26887313  
nurshafiqakalisa@gmail.com

## EDUCATION

Sep 2012 - Nov 2015  
**UNIVERSITY MALAYSIA SABAH**  
• Bachelor of Social Work with Honors, Faculty Of Psychology & Education.

May 2010 - Dec 2011  
**SMK KUHARA TAWAU, SABAH**  
• Sijil Tinggi Pelajaran Malaysia (STPM), Art Stream.

Jan 2008 - Dec 2009  
**SMK KUHARA TAWAU, SABAH**  
• Sijil Pelajaran Malaysia (SPM), Science Stream.



## WORKING EXPERIENCE

Dec 2015 - Now

### **IGN PLANTATION OILPALM SDN BHD (Account Clerk)**

- Involve in monthly salary and wedges calculating (Checkroll), Key-in GST data in A-Plus GST System, prepare Profit & Loss (PL) company, balancing outcome & income, prepare check and payment voucher, adjust daily diesel company and etc.

Nov 2015 - Nov 2015

### **CATALIA CREATIVE STUDIO SDN. BHD (Promoter)**

- Try to persuade customer to buy product, set up booths or promotional stands, stock product, sales closing and open bills, follow up customer's order.

Jun 2015 - Sep 2015

**SOCIAL SECURITY ORGANIZATION (SOCSO) TAWAU, SABAH (Administration Management and Return To Work Units)**

- Inspection, collect contributions, assist employers that are facing difficulties with SOCSO contributions or benefits, collect interest on late payment of contributions, investigate any complaints received, making rehabilitation intervention for client, customer services, administrative management.

Feb 2014 - May 2014

**SABAH CHESHIRE HOME SDN BHD (Volunteer and Social Worker)**

- Empower persons with disabilities to realize their human rights, administrative management, coordinating event, Became a broker to link the agency with the other corporate link, intervention for rehabilitation, domestic activities.

May 2012 - Jul 2012

**KENTUCKY FRIED CHICKEN RESTAURANT TAWAU, SABAH (Cashier)**

- Persuade customer to buy product, suggest customer with any new product and promotion, stock supplier, receive payment, deal with pickup money, deal with counter closing, ready and packaging customer's order, cleaning and closing counter's area.

**ACHIEVEMENT**

- **Dean's List**, Last Semester in Faculty Of Psychology And Education, University Malaysia Sabah. (2015).
- **3rd place** in The UMS Integrity Debate Competition, University Malaysia Sabah.(2013).
- **2nd place** in Debat Piala Naib Canselor (DPNC), University Malaysia Sabah. (2012 & 2013).
- **1st place** in the National Level of Youth Forum Competition, Sekolah Menengah Kebangsaan Kuhara Tawau, Sabah.(2011).
- **Exco Of Sport and Recreation**, Student Association School Of Psychology and Social Work UMS 2013/2014 Session.
- **Treasurer of Orator's Club**, Residential College Excellent UMS 2013/2014
- **Director**, 'Malam Anugerah dan Penghargaan Sekolah (MAPS)' Annual Dinner. (2014)
- **Contingent's Manager**, School Psychology and Social Work in the Athletics Competition Between School At University Malaysia Sabah. (2014)
- **Exco Protocol** of the 'Menabur Bakti Berkongsi Kasih' Student Community Programme for Orphans at Tambunan Sabah.(2014)
- **Head Prefect**, Sekolah Menengah Kebangsaan Kuhara Tawau 2010/2011 Session.

**SOFT SKILLS**

COMMUNICATION/SELF-  
CONFIDENCE /POSITIVE  
ATTITUDE / POSITIVE THINKING/  
PROBLEM SOLVING/  
ADAPTABILITY/ WORK WELL  
UNDER PRESSURE/ TEAMWORK

**WORKING SKILLS**

MICROSOFT OFFICE  
IBM SPSS STATISTIC  
INTERNET BROWSING  
LANGUAGE : ENGLISH / MALAY  
(Spoken & Written)



## REFERENCES

### REFERENCE 1 :

**MDM KAMALA BINTI HJ.PAKU,**

Office Clerk Executive,  
Sabah Softwoods Bhd,  
KM8 Jln Sin san, Pasir Putih,  
P/S 60966, 91000 Tawau,  
Sabah.

Tel : 019-8311164

### REFERENCE 2 :

**MR SAHRUDDIN BIN PAIDI,**

Manager,  
Bukit Tukok Estate,  
Sabah Softwoods Bhd,  
P/S 60966, 91000 Tawau,  
Sabah.

Tel : 013-8802535