



## ABOUT ME

Name Nurul Farehah Binti Rashid  
Date of birth 19 October 1992  
Nationality Malaysian  
Marital Status Single

## SKILLS

BUSINESS DEVELOPMENT ● ● ● ● ○  
CUSTOMER SERVICE ● ● ● ● ●  
MICROSOFT OFFICE ● ● ● ● ○  
PUBLIC RELATION ● ● ● ● ●  
MANAGEMENT ● ● ● ● ●  
MARKETING ● ● ● ● ●  
LEADERSHIP ● ● ● ● ○

## LANGUAGES

ENGLISH ● ● ● ● ●  
BAHASA ● ● ● ● ●

## REFERENCES

**Teresa Chong**  
Pembantu Pustakawan  
Dewan Bahasa dan Pustaka Sarawak  
+60168855386

**Ng Thin Lan**  
Store Manager  
Guardian Health and Beauty Store  
082-258300

## WORK EXPERIENCES

**MANAGER**  
(AUG 2017 –NOW)

**PUSAT INTERNET 1 MALAYSIA**  
Manage Pusat Internet 1 Malaysia, IT support, equipment maintainance, manage finance and business operation, handle MCMC reporting, community engagement, teaching community the basic of IT knowledge, handle entrepreneurship training and events

**PRACTICAL TRAINEE**  
(FEB 2017 - MAY 2017)

**DEWAN BAHASA DAN PUSTAKA  
CAWANGAN SARAWAK**  
Assist in three subordinate department consisting

- Administration unit
- Pusat Dokumentasi Melayu
- Koleksi Borneo

**PART TIME**  
(AUG 2016 - OCT 2016)

**GUARDIAN HEALTH AND  
BEAUTY STORE**  
Cashier

- Counter service
- Assist customers
- Arrange and refill stocks
- Housekeeping like keep the premise clean

## EDUCATION

**BACHELOR OF  
SOCIAL SCIENCES**  
(2012 – 2017)

**Universiti Malaysia Sarawak  
(UNIMAS)**  
Political and management oriented syllabus including marketing strategy, public relation and academic writing

**HIGH SCHOOL**  
(2007 – 2011)

**Smk St Thomas Kuching**  
(2011-2012)  
**Smk St Mary Kuching**  
(2007-2009)

## COURSES TAKEN

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### Public Relation Courses

Soft Skills  
Ethnic Relationship  
Sociology of Development  
Contemporary Psychology  
Gender, Ethnicity and Class  
Communication and Society  
Approaches to Social Inquiry  
Islamic and Asian Civilisation  
Introduction to Social Sciences  
Introduction to Malaysian Social History  
Introduction to Anthropology and Sociology

### Management Courses

Public Finance  
Research Methods  
Modern Economics  
Public Sector and Corporate Management  
Foundation of Entrepreneurship Cultivation  
Project Evaluation and Cost Benefit Analysis  
Introduction to Human Resource Development

### Political Courses

Public Policy  
Political Ecology  
Malaysian Legal System  
Malaysian Political System  
Modern Political Thoughts  
Comparative Political System  
Politics and Local Government  
Introduction to Political Science  
Politics in Developing Countries

### Academic Writing Courses

Malay Language  
Arabic Language 1  
Preparatory English 2  
Academic Reading and Writing  
English In Multimedia

### IT Courses

End-user Computing  
IT Tools for Knowledge Workers

## EXTRA CURRICULAR

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**2013**    **Liaison Officer** for Minggu Aluan Pelajar

**2011**    **Secretary** for Kelab Rukun Negara  
**Librarian** for SMK ST Thomas  
**Assistant Head Class** during upper six

**2010**    **AJK** for Persatuan Kadet Remaja Sekolah

**2009**    **Commitee** of Science and Mathematic Club

