



KHAIRUNNABILAH BINTI RAMLAN KHAER

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Education

Degree in Social Sciences (Industrial Relations and Labour Studies), 2013-2016, Universiti Malaysia Sarawak, Sarawak.

CGPA: 3.19

Among subject taken:

- Labour management negotiations and conflict resolution
- Employment and industrial relations law
- Trade union and industrial relations law
- Occupational safety and health management
- Human resource information system

Diploma in Occupational Therapy, 2009-2012, Universiti Teknologi Mara (UiTM), Puncak Alam, Selangor.

Among subject taken:

- Ergonomics
- Kinesiology for occupational therapy
- Introduction in evidence-based practice in rehabilitation

Training

Skim Latihan 1Malaysia-Industri Bekalan Elektrik (SL1M-IBE) Tenaga Nasional Berhad (TNB), Nov 2016, TNB Integrated Learning Solution (ILSAS), Bandar Baru Bangi, Selangor.

- 8-month training program with comprehensive classroom training and on-the-job training that aimed to further improve the employability of the graduates.
- Exposure to working life that suitable with trainee's qualification.
- Contribute to the data team for the development phase of SAP success factor that also known as TNB People Matters.

Graduate Employability (GE) Boot Camp, Oct 2016, Talent Corporation Malaysia Berhad, University Teknologi Malaysia (UTM), Skudai, Johor Baharu.

- 3 days 2 nights training with comprehensive training modules that aimed to equip fresh and job-seeking graduates with commercially useful soft skills that will make them attractive to employers.
- Participant has been trained for interview preparation such as communication skill, grooming, CV & cover letter making and mock interview.

- Got a chance to attend interview sessions with many company around Johor Baharu.

Labour Law Courses, May 2016, Pejabat Tenaga Kerja Kuching, Sarawak.

- Short course with in-depth exposure to implementation of Malaysia Employment Act 1955, Sarawak Labour Ordinance, Industrial Relations Act 1967 and Trade Union Act 1959 in Malaysia.
- Exposure towards role of Labour Department, Industrial Relations Department and Trade Unions Affairs in government.
- Early preparation before internship.

Working Experience

Practical Trainee (Pejabat Tenaga Kerja Kuantan), Jun 2016- Sept 2016, Bangunan Persekutuan Negeri Pahang.

- Handled customer service by signing up the customer information manually and into the online system.
- Assisted Labour Officer investigate all complaints received by the issues raised.
- Participated and followed labour officer did statutory inspection on work places to ensure that employer comply with labour law and worker's welfare is protected.

Activities and Involvement

- Vice Program Director, A day with Sarawak Bank Employee Union (SBEU), May 2015.
- Vice President, IRLS Student Association, Sept 2014- May 2015.
- Program Director, IRLS's Family Day Programme, Dec 2014.

Skills

It Proficiency:	Microsoft Office Application, Standard Packages for Social Sciences (SPSS), Data Entry
Speaking Proficiency:	Bahasa Malaysia (Excellent), English (Intermediate)
Writing Proficiency :	Bahasa Malaysia (Excellent), English (Intermediate)

Additional Information

Driving License	D
Possess Own Transport	Yes
Willingness To Travel	Yes
Expected Salary	RM 1,800- RM 2,600

References

Mohd Navis Bin Khalid
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Data Integrity, Group Human Resource TNB
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