



NORFADILAH BINTI HASAN

Kilang Kelapa Sawit Pinangah Sdn. Bhd, No. 177
Jalan Bilian 91000 Tawau Sabah, P.O.Box 310 91007
Tawau Sabah.

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OBJECTIVE:

To apply work in an organization to find more experience and apply that I already learned at university in the field of finance and management.

ACADEMIC QUALIFICATION:

Bachelor of Islamic Finance with Honor, latest CGPA 2.88 on a scale of 4.00, Labuan Faculty of International Finance, University Malaysia Sabah (UMS), Labuan F.T., Malaysia.

Sijil Tinggi Peperiksaan Malaysia (STPM) 2011, Arts Stream, CGPA 2.69 on scale of 4.00, SMK Balung Tawau, Sabah. Subjects include Pengajian Am, Bahasa Malaysia, Sejarah and Sains Sukan.

Malaysian University English Test (MUET) 2011, Band 2, SMK Balung, Tawau.

Sijil Pelajaran Malaysia (SPM) 2009, Science Stream, 1A-, 1B+, 1B, 1C+, 1C, 4D, 1E, SMK Balung, Tawau, Sabah.

WORK EXPERIENCE:

Jabatan Agama Islam Wilayah Persekutuan Labuan (JAWI)
Intern, July 2016 – October 2016

- Updating of their system and files which to be more proper and systematic
- Help of JAWI staff doing their work
- Treating customers who want to deal with JAWI
- Involve in programme of JAWI do to the kids of school and community

Excel Consult

Site Clerk

- Controlling all documents in accordance with the requirements of the company Quality Manual and any related procedures
- To establish a system for recording of receipts, distribution and revision of the documentations, such as drawings, RFIs, material acceptance and etc
- To distribute revised documents to all relevant recipients
- Ensure that all superseded documentation is either marked accordingly or destroyed
- Updating all logs and registers of current controlled documents
- Manage the site office functions including correspondence and filling

SKILLS:

- Language Skill:** Fluent in speaking, writing, and listening in Bahasa Malaysia and English.
- Computer Skill:** Well-exposed in Office 2000/XP (MS Word, MS Excel, MS Power Point).
- Leadership Skill:** School Prefect in SMK Balung, Tawau (2010/2011).

ACHIEVEMENT:

- Extra Curricular:** 3rd place Tournament Marching of Puteri Islam Malaysia Tawau, District Level (2009-2011).
Committee Member of Track and Field Championships Level of SMK Balung 24th (2011).
Volunteer Committee Members of BIMP EAGA Friendship Games of Labuan 8th (2014).

IDENTITY EXPOSE:

- Father's Name** : Hasan Bin Lambo
Mother's Name : Saniah Binti Beddu
Date of Birth : 01 June 1992

Nationality : Malaysian
Race : Bugis
Identification No. : 920601-12-6920
Gender : Female
Permanent Address : Kilang Kelapa Sawit Pinangah Sdn. Bhd, No. 177
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Tawau Sabah

REFERENCES:

Dr. Hanudin Amin

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Masniah Binti Omilson

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