

NUR HAZWANI MOHTAR

CONTACT



+6016 3304114



hazwanimohtar@gmail.com



Lot 521, Kampung Alor
Mengkudu 05400, Alor
Setar, Kedah Darul Aman

EDUCATION

2015 - 2018

**Bachelor in Office Systems
Management (Hons.) 2017**

Universiti Teknologi MARA (UiTM)
CGPA: 3.17

2013-2015

**Diploma in Office Management and
Technology**

Universiti Teknologi MARA (UiTM)
CGPA: 3.53

2015

Malaysian University English Test
Band 3

2012

Upper Secondary School (SPM)
Convent Alor Setar Secondary School
4A, 2B, 1C 1D

LANGUAGE

Malay ● ● ● ● ●
English ● ● ● ●
Mandarin ● ●

PROFILE

Name: Nur Hazwani Bt Mohtar

IC: 950922-02-5538

Nationality: Malaysian

Marital Status: Single

BMI: Normal

Language: English & Malay



WORK EXPERIENCE

Kedah Forestry Department

2017

Trainee

Learn on well-groomed personality. Have strong interpersonal and communication skills with internal and external sources. Quick decision making, negotiating skills, persuasive and result oriented. Learn to handle staff in Human Resource Department. Have skills on handling file.

SKILLS

Microsofts Word	●	●	●	●	●
Microsoft Powerpoint	●	●	●	●	●
Microsoft Excel	●	●	●	●	●
Keyboarding Skills	●	●	●	●	●
Minutes Of Meetings	●	●	●	●	
Agenda Of Meetings	●	●	●	●	●
Proposal Writing	●	●	●	●	
Handling Event	●	●	●	●	●

NUR HAZWANI MOHTAR

PARTICIPATIONS

- Secretary of Office Management and Systems Society UiTM Puncak Alam (2015-2017)
- Bureau Programs for Dean List Awards Faculty Business Management UiTM Puncak Alam (2016)
- Participation in Mandarin Mid-Autumn Celebration (2014)
- Secretariat in Mandarin Spring Festival (2015)
- Participation in “*Minggu Kedah Tua Peringkat Antarabangsa*” (2014)
- Bureau in New Paradigm Ahead (2014)
- Participation in English-in-Camp International Level at Miri, Sarawak (2009)
- Participation in “*Sambutan Hari Belia Negara Peringkat Negeri Kedah*” (2012)

SUPPLEMENTARY & STRENGTH

Willing to Travel	: Yes
Possess Own Transport	: Yes (Car and Motorcycle)
Driving License	: B2 & D
Personal Strength	: Good communication skills
	: Positive attitude
	: Self motivated
	: Able to work under pressure
	: Fast learner

ACHIEVEMENT

- Dean's Awards in March 2014 examination
- Dean's Awards in March 2015 examination
- Dean's Awards in September 2015 examination
- Junior Teacher in 2010 at SMK Convent Alor Setar

REFERENCES

Encik Aisamuddin Bin Mohd Yusof

Pegawai Latihan & Penyertaan Bumiputera Jabatan
Perhutanan Negeri Kedah
04-7333844

Cik Farah Syazreena Bt Azmi

Senior Lecturer UiTM Puncak Alam
03-32587014