



ANIS SYAZWANI BINTI ABDUL RAHMAN

(011 20651400)

Email : anisyazwani@gmail.com



PERSONAL DETAILS

Address : 1853 Lorong Inai 7,
Taman Ria Jaya
08000 Sungai Petani
Kedah Malaysia

Age : 24 years old

Health condition : Excellent



OBJECTIVE

A highly motivated HR Management graduate seeking for a position where I can use my knowledge and expertise in Human Resource to carry out various responsibilities in functional areas such as recruitment, policy implementations and employee relations.



EDUCATION

**BACHELOR OF BUSINESS ADMINISTRATION
(HONS.) IN HUMAN RESOURCE MANAGEMENT
(2013-2016)**

UNIVERSITI TENAGA NASIONAL (UNITEN)

- Current CGPA : 3.37

ACHIEVEMENT

ACTIVITIES	POSITION
Acoustic Music Festival Competition 2014	Participant
Smart Study Memory Skills	Participant
International Business Symposium 2013	Participant
Program Pendakian Gunung Datuk, Rembau Negeri Sembilan, Kelab Volt 136	Participant
Kuiz Kepenggunaan 1.0 2015/2016	Committee
COBA Got Talent	Participant
Sector Focused Career Fair	Participant
Appreciation Dinner CFGS 2013	Committee
Training Talks with Rizal Rashid	Participant
Alumni Sharing Session	Participant
Program Outreach 1 Malam @ Kuala Lumpur	Program Coordinator



EXPERIENCE

INDUSTRIAL TRAINING AT HOSPITAL SULTAN ABDUL HALIM (HSAH)

Duration : 10 Oct until 30 December 2016

- Trainee under Administration Dept. :
 - Communicated with clients, outside vendors and staff members on behalf of employer
 - Managed phone calls and correspondence (e-mail, letter and packages)
- Trainee under Human Resource Dept. :
 - Process and regularly update personnel, payroll and job applicant records
 - File, label, organize and respond to requests for files from supervisor or other departments.
- Trainee under Finance Department :
 - receive and review claims of official duty travel allowances
 - provide payment vouchers using e-SPKB



LANGUAGES/SKILLS

- Malay ★★★★★
- English ★★★★★

PROFESSIONAL SKILLS

- Microsoft Word
- Microsoft Excell
- Microsoft Power Point

INDIVIDUAL SKILLS

- Good written and verbal communication skills
- Highly organized and efficient
- Ability to work independently or as part of team
- Ability to motivate



REFERENCES

- ✓ FYP Supervisor : Mrs Zuliawati Binti Mohamed
Universiti Tenaga Nasional
Zuliawati@uniten.edu.my / 0163448560