

NUR HAZWANI BINTI MOHAMAD JALIN

M6-1 1/F BLK M Cyber City Apartment 2
JLN Lintas, Kepayan, 88200 Kota Kinabalu
010-9300514 / 088-614720
wanijalin91@gmail.com



PERSONAL PARTICULAR

Age	: 25 years old	Marital Status	: Single
Gender	: Female	I/C No.	: 910602-12-5402
Personality	: Friendly, punctual, trustworthy, honest, open minded, discipline, creative and innovative		
Strengths	: Fast learner, Hardworking, Self-motivated, Independent, Good in team work ,high commitment and can do task with low supervision after learn some basic training.		

CAREER OBJECTIVE

- To find a post where I can fully utilize my interpersonal skills and knowledge,
- To find an opportunity for advancement through career development and emphasizing on professionalism.

EDUCATION BACKGROUND

UNITAR INTERNATIONAL UNIVERSITY

Qualification : Bachelor Of Management (Hons) – Second Class Upper
Graduate : 2015
CGPA : 3.28 / 4.00

UNIVERSITI TUN ABDUL RAZAK (UNIRAZAK)

Qualification : Foundation in Management
Graduate : 2012
CGPA : 3.27 / 4.00

SEKOLAH MENENGAH KEBANGSAAN SIKUATI, KUDAT

Qualification : Sijil Tinggi Pelajaran Malaysia (STPM)
Year : 2010
Malaysian University English Test (MUET): Band 3

SEKOLAH MENENGAH KEBANGSAAN SIKUATI, KUDAT

Qualification : Sijil Pelajaran Malaysia (SPM)
Year : 2008

WORKING EXPERIENCES

JABATAN HAL EHWAL WANITA SABAH

Administration and Finance Department

- Administration work
- procurement and asset documentation work,
- filling Clerk
- Front desk/Receptions

MYAPPZBUILDER

- Consultant

QUALITY AND SKILLS

COMPUTER SKILLS

All windows user, Microsoft Office Application, Power Point Application

LANGUAGE SKILLS

Bahasa Malaysia : Excellent (Speaking and Writing)

English : Fair (Speaking and Writing)

ACHIEVEMENT

DESCRIPTION	DATE ACHIEVED	DETAILS
Bengkel Seni Tari (Dance Club)	2015	Committee/Participant
Club Photo Shoot Session	2015	Committee/Participant
Photography Club Outing	2014	Program Director
Dance Club (Prima Dansa)	2014/2015	Vice President
Best Club Award	2014	Winner
Opening dance (IPTS/IPTA sport day)	2015	Participant
Dance performing act (Merdeka & Hari Malaysia celebration)	2012	Participant
Flash Mob performance (Borneo street dance competition)	2012	Participant
Dance performing act (Kaamatan open House)	2013	Participant
Dean List (8 th Semester)	Sept/2014	Dean List
Dean List (9 th Semester)	Feb/2015	Dean List
UNITAR Events	2012/2015	Photographer
Entrepreneurship Program	2014	3 rd Place
Community Service	2013	Participant
Leadership Camp	2014	Participant
Photography Club	2014/2015	Committee member

EXPECTED SALARY

- **RM 1500 – RM 2500**

INTEREST

- Meeting new people, do challenging things, reading, cooking