



ALYA FARAH NADYA BINTI ROSLI

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Objectives

To obtain a challenging and responsible position where I can contribute the best of my skills and efforts for the growth of the company.

Personal Particular

Age	: 24 years old	IC No	: 931028-13-6408
Nationality	: Malaysia	Gender	: Female
Marital status	: Single	Date of Birth	: 28 October 1993
Place of Birth	: Hospital Daerah Saratok	Expected salary	: RM1800 – RM2000

Educational Background

2015 – 2017	Bachelor of Office Systems Management (Hons.) Universiti Teknologi Mara (UiTM), Sarawak CGPA: 2.99
2012 – 2014	Diploma in Office Management & Technology Universiti Teknologi Mara (UiTM), Sarawak CGPA: 2.59
2006 - 2010	Sijil Pelajaran Malaysia (SPM) Penilaian Menengah Rendah (PMR) Sekolah Menengah Kebangsaan Tunku Abdul Rahman (SMK TAR) SPM : 1A-, 4B, 1C+, 1C, 2D, 1E PMR: 1A, 3B, 2C, 2D
2000 - 2005	Ujian Penilaian Sekolah Rendah (UPSR) Achieved 1A, 3B, 1C

Skills and Abilities

Languages	Fluent in spoken and writing in Bahasa Malaysia Good in speaking and writing in English
Skills	Microsoft Word, Publisher, Microsoft Excel, PowerPoint, Movie Maker, Photoscape
Social Skills	Communication, Teamwork

Working Experiences

2017	Substitute Teacher - Almost 3 months Sekolah Kebangsaan Tan Sri Datuk Haji Mohamed (SKTSDHM)
2016	Internship at Universiti Malaysia Sarawak (UNIMAS) (Bahagian Pembangunan Modal Insan, BPMI – 4 months)
2014	Substitute Teacher - Almost 3 months Sekolah Kebangsaan Tan Sri Datuk Haji Mohamed (SKTSDHM)

Awards and Achievements

UiTM

2015/2016	Involved in "Jawatankuasa Masjid Al-Qurawiyyin as Vice Secretary
2016 (September)	Participated in Terengganu International Business Economic Conference (TiBEC V) As Presenter
2015 (December)	Involved in "UiTM Berselawat & Pameran Falak 2015"
2015 (December)	Involved in "Kem Anak Soleh & Solehah Sebagai Fasilitator"
2015 (October)	Involved in "Program Jalinan Mesra OSYS Di Kampung Jawa Semenggok"
2015 (October)	Involved in organizing events for "Career Planning and Personality Development"
2015 (November)	Involved in organizing events for "Dinner OSYS"
2014 (November)	Involved in organizing events for academic purposes "Academic Trip to Angkasapuri RTM, Kuala Lumpur and Yakult, Seremban"
2014 (Mac)	Received "Sijil Penghargaan OMSAR"
2014	Involved in organizing events for academic purposes "Dinner OMSAR"
2012 (February)	Involved in Office Management Seminar organized by "Persatuan Omsar", UiTM (Sarawak)
2013 (April)	A participant in "Kesatria Negara 3"
2012 (October)	A participant in "Kesatria Negara 2"
2012 (April)	A participant in "Kesatria Negara 1"

SCHOOL

2010	Received "Pengiktirafan Tahap GANGSA Program NILAM STAR"
2010 (December)	Involved in "Pertandingan Catur Tertutup N4 Pantai Damai"
2010 (Mei)	Involved in "Kursus Latihan Orang Awam Kem Kepimpinan Kelab Rakan Muda STAR"
2010 (April)	Involved in "Pertandingan Kuiz Interaktif PNB – 1 Malaysia (1Q-1M) Peringkat Bertulis dengan kerjasama Kementerian Pelajaran Malaysia (KPM)"
2010 (April)	Involved in "Perkhemahan Kelab Rakan Muda SMK Tunku Abdul Rahman"
2010 (Mac)	Involved in "Pertandingan Catur 18 Tahun Ke Bawah"
2010 (April)	Involved in "Karnival Bahasa Inggeris 2008 (Scrabble Competition)"
2009	Received "Pengiktirafan Tahap GANGSA Program NILAM STAR"
2009(July)	Involved in "Kejohanan Olahraga Antara Rumah-Rumah Sukan STAR"
2009 (March)	Involved in "Kejohanan Catur Di SMK Tunku Abdul Rahman"
2008 (August)	Involved in "Drama Pendek (Terbuka) Sempena Bulan Bahasa STAR"
2005 (October)	Involved in "Program NILAM anjuran SK Tan Sri Datuk Haji Mohamed"
2004 (Jun)	Involved in "Pertandingan Choral Speaking Peringkat Bahagian Kuching"

REFERENCES

Puan Hajah Rakayah Binti Haji Madon

Pengarah Jabatan Pendidikan Sarawak
Mantan Pengetua SMK Tunku Abdul Rahman
Jalan Bako & Lorong Diplomatik 3
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Puan Noor Shima Binti Antony

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94300 Kota Samarahan, Sarawak
Phone: 082-678235

Puan Siti Lydiawati Binti Sahmat

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Universiti Malaysia Sarawak
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94300 Kota Samarahan Sarawak
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Hasbi Bin Sahmat

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