

FATIN EFFA NADZIRAH BINTI MOHD JAFFRI

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CAREER OBJECTIVE

To build a strong profession in records management with the opportunity for career growth, seeking a responsible job with a prospect for professional challenges, and utilising my skills to achieve the company's goals as well as be able to accomplish multiple task simultaneously.

PERSONAL INFORMATION

Age: 24 years old

Gender: Female

Race: Malay

Status: Single

EDUCATIONAL BACKGROUND

2013 – 2016 **Bachelor of Information Science (Hons.) Records Management
(Minoring in Information System Management)**
Universiti Teknologi Mara (UiTM), Puncak Perdana Campus, Shah Alam
CGPA: 3.82

2011 – 2012 **Foundation of Law**
Universiti Teknologi Mara (UiTM), Kuantan Campus, Pahang
CGPA: 3.16

2006 – 2010 **SMK Pandan, Kuantan Pahang**
Science Technical
SPM Result: 4A's, 1B

WORKING EXPERIENCES

Feb – June 2016 **National Archive of Malaysia (Pahang Branch)**
Internship student

- Conducting management of government records in Pahang
- Involved in restoration of records
- Assigned to do administration task
- Propose and apply the '*Arrangement and Description of Lembaga Kemajuan Pahang Tenggara (DARA)*' as special project during internship
- Assist researcher that visit archive

PROJECTS & ACTIVITIES

2013 -2015:

- Participated in 'Program Professional Talk Experiencing the Role of United Nations (UN) in the Development of Malaysia' by Perpustakaan Negara Malaysia
- Member of Malaysia Records Management Society (MARMS)
- Participate in 'Electronic Records Management Training Course' at UiTM Puncak Perdana
- Organized seminar 'IT Security Awareness & Hackers' at UiTM Puncak Perdana
- Organized training 'SPSS Training for Beginner' at UiTM Puncak Perdana
- Organized visit to National Archive of Terengganu
- Participate in '1Citizen Training + Certificate' at UiTM Puncak Perdana, Shah Alam organized by Prestariang Sdn Bhd.

SKILLS

Computer skills:

Microsoft Office (i.e. Word, Excel and Power Point), Macromedia Director MX, Adobe Photoshop, Windows Movie Maker

LANGUAGES

PROFICIENCY (BEST= 10 – WORST-1)

Languages
Bahasa
Malaysia

Spoken
 10

Written
 10

English

8

8

AWARDS AND ACHIEVEMENTS

2013 -2016

- Dean's List Award (Semester 1, 2, 3, 4, 5, 6, 7) Bachelor of Science in Information Studies (Hons.) (Records Management)
- Vice Chancellor's Award, Bachelor of Science in Information Studies (Hons.) (Records Management)
- Excellent Academic Award for Programme Records Management, Faculty of Information Management, UiTM Puncak Perdana.
- Excellent Academic Award for overall Programme in Faculty of Information Management, UiTM Puncak Perdana, Shah Alam
- Granted 'Digital Etiquette Certification' by Prestariang Sdn Bhd

REFEREES

Encik Alwi Mohd Yunus
Senior Lecturer/ Presiden of MARMS
Records Management Program,
Faculty of Information Management,
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Records Management Program,
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