



NORMALA BINTI ADAM

Career objective:

Graduate with a degree in agricultural science with experiences in promoting and marketing agriculture products during internships. I'd like to utilize my high degree of work efficiency to contribute for organization. Proven academic and curricular achievements.



PERSONAL DETAILS

- Address : No.3 Zon Durian, Kg Terasi Sadong Jaya, 94600 Asajaya, Sarawak
- Hp : +0105923364 / 0198246804
- Email : normalaadam92@gmail.com
- Status : Single
- Age : 25 years old



EDUCATION

BACHELOR OF AGRICULTURAL SCIENCE

1. UNIVERSITI PUTRA MALAYSIA (2012-2016)

Achievement : CGPA : 3.72

❖ Dean's List Awards :

- Sem 4 : 3.888
- Sem 5 : 3.881
- Sem 6 : 3.800

❖ Vice Chancellor Awards :

- Sem 7 : 4.000
- Sem 8 : 4.000

- ✓ Final Year Project : A
- ✓ Industrial Training : A

2. KOLEJ MATRIKULASI LABUAN (2010-2012)

- * Science Module 1 CGPA : 3.4

3. SMK SADONG HILIR (2005-2009)

- * SPM (4A)

ACTIVITIES INFORMATION :

- ♥ Bendahari Kelab Sains&Maths 2007
- ♥ Pengerusi Kelab Indoor Game: 2007
- ♥ Bendahari Persatuan KRS : 2009
- ♥ PLKN Programme : 2010
- ♥ JPAM Programme : 2011
- ♥ AJK Planting Of Mangrove trees : 2012
- ♥ Badminton : 2011&2013
- ♥ UPM Tree Planting Programme: 2014
- ♥ Volunteer Programme at Zoo Negara



EXPERIENCES

INTERNSHIP AT PERTUBUHAN PELADANG KAWASAN SIMUNJAN, SARAWAK.

- ☺ Responsible in selling and promoting farm input product to farmers such as Fertilizer&Pesticide.
- ☺ Involve helping the project given to PPK such as SIPP(Skim Insentif Pengeluaran Padi), SBPKP (Skim Baja Padi Kerajaan Persekutuan), TSSPK/TBSPK MPOB (Tanam Semula/Baru Sawit Pekebun Kecil).

DREAM CITY HOTEL (2016)

AS A RECEPTIONIST/ FRONT DESK

- ☺ Register & process guests and their assigned rooms.
- ☺ Up selling guests and promoting hotel services.
- ☺ Attend to all routes of rooms bookings, such as online, phone& in person.
- ☺ Record all reservations & bookings.
- ☺ Handling cash payments.

AS A CASHIER MINIMARKET

- ☺ Scanning goods & collect payments.
- ☺ Handling cash transaction with customers.



SKILLS

- ❖ Computer skills : Proficient with Microsoft Power Point, Word & Excel.
- ❖ Knowledgeable in statistical Programming : SAS, Probit Analysis.
- ❖ Experted using internet,facebook.
- ❖ Capable of editing pictures, video, files and presentation using different Microsoft Windows applications.
- ❖ Language skills : Malay & English.
- ✓ Able to work in group and individual environment.
- ✓ Independent & responsible.
- ✓ Eager to learn new things.
- ✓ Computer literate.



REFERENCES

Prof.Dr. Dzolkhifli Bin Omar
Lecturer
Faculty of Agriculture UPM
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Mr. Wan Kiprawi Bin Tku. Hj Gunong
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