

**NOR AFATIAH BINTI ABDULLAH***Bachelor in Administrative Science with Hons.*

No 69 Felda Chini 05, 26690 Pekan, Pahang, Malaysia

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**PERSONAL PARTICULARS**

Age	:	23	Race	:	Malay
NRIC	:	930828-06-5092	Religion	:	Islam
Status	:	Single	Nationality	:	Malaysian
Gender	:	Female	Driving Licenses	:	D

**EDUCATIONAL BACKGROUNDS****1. HIGHEST EDUCATION*****Bachelor in Administrative Science with Honour***

Level	:	Bachelor's Degree
CGPA	:	3.58
Field of Study	:	Administrative Science & Policy studies
Institute/University	:	Universiti Teknologi Mara (UITM) Sarawak
Expected Grad Date	:	November 2017

**2. SECOND HIGHEST EDUCATION*****Sijil Pelajaran Tinggi Malaysia (SPTM)***

Level	:	Pre-University
STPM Result	:	3A's 2B's
GPA	:	3.67
Field of Study	:	Social Science and Humanity
MUET	:	Band 3/Band 6
Institute/School	:	Sekolah Menengah Kebangsaan Chini
Grad Date	:	March 2013

**3. OTHERS*****Secondary***

Institution/School	:	SMK Seri Pekan	SPM Result	:	3A's 2B's 1C 3D's
Institution/School	:	SMK Seri Pekan	PMR Result	:	7A's 1B's

***Primary***

Institution/School	:	S.K. Chini 3&5	UPSR Result	:	4A's 1B's
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SKILLS	
Computer	:Microsoft Office (Word, PowerPoint, Excel), Internet & able to learn any new programs and software
Related Skills	: Analyzing data, writing and editing reports, document and etc.
Communications	: English (Excellent in Writing and speaking) Bahasa Melayu (Excellent in Writing and speaking) Arabic (Beginner in writing and speaking)
STRENGTH AND CORE VALUES	
<ul style="list-style-type: none"> <li>• I am positive and resilient with challenges and able to handle pressure well</li> <li>• A fast learner, confident, flexible, consistent and very comfortable to adapt any new situation and environment including working with all levels of people</li> <li>• Willing to work and serve at any branch and at anytime needed</li> <li>• Able to work both individually or in a team</li> <li>• Strong determination to completing the task and hard to give up</li> <li>• Willing to learn new experiences and grab any opportunities in order to increase my skills especially for the organization performance and standard</li> </ul>	
TRAINING EXPERIENCES	
<b><i>Bukit Gambang Resort City (BGRC), Gambang, Pahang. (20 January-16 March 2016)</i></b>	
Position	: Trainee of Human Resource Department
Type of business	: Hotel and Resort (Tourism)
Work	<p>: I have been assigned to the Human Resource department of BGRC and able to learn all the procedures regarding personnel management, office administration and service counter which help me to covered all the task scope such as:</p> <ul style="list-style-type: none"> <li>- Documenting and filling procedure of personnel position and all related information as the references of BGRC HR department especially regarding the employee work performances and misconduct report.</li> <li>- Assisting in the procedure of employee hiring process which give me a better application standard of procedure in handling and arranging interview and orientation programs.</li> <li>- Supporting the Human Resource Manager, Human Resource Executive, Human Resource Officer, Payroll Executive and Human Resource Coordinator in handling and assisting the personnel problem and demand of works like the leave application and staff clearance procedure.</li> <li>- Performing other duties as been assigned when required.</li> </ul>
<b><i>Final Year Project Research: Lecturer Feedback and it's Impact on Student learning in UITM Sarawak</i></b>	
	<ul style="list-style-type: none"> <li>- As the researcher and data collector for a better understanding on feedback given by the lecturer towards student learning in UITM Sarawak especially in proposing a better feedback system to be delivered and helping out in posessing the skills to deal with a lot of respondents.</li> </ul>

## REFERENCES

Dr. Kuldip Singh  
Senior Lecturer (Research & SPSS Expert)  
Quality Management Field  
Faculty of Administrative Science and Policy Studies  
Universiti Teknologi Mara (UITM) Sarawak,  
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