



Nor Syamira Binti Yaakob

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No 4 Semi D, Jalan Dedap Merah, Kuarters Perumahan PDRM Hulu Terengganu,
21700 Kuala Berang, Terengganu.

Gender	Female	Date of Birth	09/04/1993
Age	23	Identification Card	930409-08-6008
Race	Malay	Religion	Islam
Marital Status	Single	Driving License	D (car)
Height	163cm		

EDUCATIONS	LEVEL	CGPA	REMARKS
UiTM Kedah	Bachelor's Degree Of Administrative Science (Hons) [Faculty of Administrative Science and Policy Studies]	2.73	n/a
UiTM Kuantan	Foundation in Law [Faculty of Law]	2.71	MUET : Band 3
MRSM Pendang, Kedah	Sijil Pelajaran Malaysia (SPM)	6 A's, 1 B, 3C's	ENGLISH 1119 : B+
MRSM PDRM, Kulim, Kedah	Penilaian Menengah Rendah	7 A's, 1 B	

WORK EXPERIENCES	POSITION	JOB TASKS	DURATIONS
Watson's Personal Care Store Dungun, Terengganu	Assistant Supervisor	Managerial tasks; orderings stocks, accounts, training sales coordinator, customers' service	4 months (Aug to Nov 2016)
Subway Amanjaya Mall, Sg Petani	Sandwich Artist (Part time during study)	F&B Service; Preparation of ingredients, customer service	6 months (Sept 2015 to Jan 2016)
Ibu Pejabat Polis Daerah Dungun	Administration Trainee	Managerial Task; Summarize meeting minute, revenue collections, circulate internal and extenal announcement, records.	3 months (Jan to March 2015)

Language	Spoken	Written
English	Fair	Fair
Malay	Good	Good

Mobility and Others	
Mobility	Car
Avaibility	Immediately
Willing to Travel	Yes
Willing to Relocate	Yes

Achievements/ Participations	Date Acheived	Details
Certified Food Handlers	OCT 2015	6875/15
Seminar in Public Management (The Future of Public Personnel Management)	DEC 2015	Participant
Seminar in Global Affairs	DEC 2015	Ad Hoc committe
Research Paper : Study on Public Dependency Towards Fast Food	JUNE 2015	Researcher
Enterprise Graduan Muda, UiTM Se-Malaysia (Entrepreneurial Training Programme)	APRIL 2015	Participant
Hello Freshie (Dodgeball)	MARCH 2015	Fasilitator
Projek Program Pemborongan ke Vietnam	SEPT 2012- MARCH 2013	Participant
Malam Antara Dua Drama	MARCH 2015	Director
Program Latihan Khidmat Negara	Kump 1/ Siri 8/2011	
IIUM Interschool Debating Championship	(2009-2010)	Participant
InterMJSC Debating Competition	(2009-2010)	Participant
Softball Tournament (B15)	2007-2008	Center Outfielder

Self Strength

- Able to follow instructions given and excel in teamwork.
- Have a good interpersonal and communication skills.
- Punctual, Hardworking, Responsible, Independent, Active and Outgoing.
- Able and Ready to learn new knowledge.

Reference Name	Designation	Contact Informations
Nazmi@Nazni Bin Noordin	Senior Lecturer/ Practical Training Supervisor	D/L: 04-4562519 nazni@kedah.uitm.edu.my
Dr Zaherawati Zakaria	Research Study Supervisor	013-4657700