



## IMAN HIDAYAH BINTI BUKHARI

+6017 - 5683171 | imanhidayah14@gmail.com  
No 6, Taman Sophia, 05400 Alor Setar,  
Kedah.

## OBJECTIVES

My objective is to work with an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

## SKILLS

MICROSOFT OFFICE	■ ■ ■ ■ ■ ■ ■ ■
ADOBE PHOTOSHOP	■ ■ ■ ■ ■ ■ ■ ■
TOUR GUIDING	■ ■ ■ ■ ■ ■ ■ ■
EVENT MANAGEMENT	■ ■ ■ ■ ■ ■ ■ ■
COMPUTER RESERVATION SYSTEM	■ ■ ■ ■ ■ ■ ■ ■

## LANGUAGES

ENGLISH	■ ■ ■ ■ ■ ■ ■ ■
BAHASA	■ ■ ■ ■ ■ ■ ■ ■
MANDARIN	■ ■ ■ ■ ■ ■ ■ ■

## REFERENCES

**Puan Faizatul Mathwa Binti Puteh**  
Lawyer  
JAYADEVA&KAMAL  
(Advocates & Solicitors)  
04-7771161 / 013-2762590 (H/P)  
mathwaputeh@gmail.com

**Puan Norazah Mustapha**  
Lecturer/Advisor  
Faculty of Hotel and Tourism Management  
Universiti Teknologi Mara (UiTM),  
Campus of Puncak Alam, Selangor.  
019-2248044 (H/P)  
norazahmustapha@gmail.com

## WORK EXPERIENCES

### LEGAL CLERK

( 8 Nov 2016 - Present )

### MESSRS. JAYADEVA & KAMAL (Advocates and Solicitors)

Responsible for administrative duties at legal settings and perform task such as handling mails, preparing legal documentation, drafted and arranged civil litigation referral to Department of Justice.

### INDUSTRIAL TRAINING

( 21 Nov 2013 - 23 Feb 2014 )

### BAHRULMAZITRAVEL & TOURS

- Assisting Travel workers in making arrangements and plans for Umrah and Hajj.  
- Providing detail information to customers on Paperwork needed, weather conditions and things to carry.

## EDUCATION

### BACHELOR OF SCIENCE (HONS) TOURISM MANAGEMENT

(SEP 2014 - JUL 2016)

### Universiti Teknologi MARA Kampus Puncak Alam

CGPA : 3.09/4.00  
MUET : BAND 3

### DIPLOMA IN TOURISM MANAGEMENT

(JUN 2011 - APR 2014)

### Universiti Teknologi MARA Kampus Pulau Pinang

Tourism management and business-oriented syllabus with additional subjects such as Hospitality Law, Malaysia History and Statistics.

CGPA : 3.28/4.00

### SMK TUN SHARIFAH RODZIAH

SPM : 7A 1B 1C

## ACHIEVEMENT

### Culture Immersion Programme Lombok, Indonesia (2016)

- Participating in one programme between Malaysian and Indonesian's (Faculty of Economics and Business Mataram University, Lombok Indonesia) students.

### Programme Workshop on Grooming and Social Etiquette (2015)

- I take the responsibility as an event handler along with classmates.

### Volunteer Open Day (2014)

- Participating and being held at Dewan Agung Tuanku Canselor, UiTM Shah Alam.

