

NUR FATMADEWI BT DOLLAH CHEK

Lot 184, Lorong 3, Taman Hillside,
Jalan Sungai Tengah off Jalan Matang,
93050 Kuching, Sarawak



PERSONAL INFORMATION

Age: 23
Marital status: Single
Contact number : 012-8330695
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EDUCATION

- | | |
|--------------------------|--|
| 09.2014 – current | UNIVERSITI MALAYSIA SARAWAK Bachelor of Science with Honours (Resource Chemistry) <ul style="list-style-type: none">▪ CGPA : 3.08▪ Course : Resource Chemistry |
| 06.2013 - 05.2014 | UNIVERSITI MALAYSIA SARAWAK Foundation in Physical Science <ul style="list-style-type: none">▪ CGPA : 3.20▪ Course : Physical Science |
| 01.2008 – 12.2012 | SMK TUNKU ABDUL RAHMAN <ul style="list-style-type: none">▪ SPM : 7A, 3C+ |

SKILLS & KNOWLEDGE

- Computer skills
 - Basic skills in using MS- Word, Powerpoint and Excel
- Language
 - Malay
 - English
 - Japanese (Beginner)
- Communication skills
 - Good listener
 - Good communication skills
- Working environment
 - Able to work in a group or alone
 - Able to work under pressure
 - Willing and eager to learn about new things

ACTIVITIES AND ACHIEVEMENTS

| Time Frame | Particulars |
|-------------------|--|
| 26.02.18-25.09.18 | AGENSI AD-DIN Khazanah Nasional SL1M Green Programme <ul style="list-style-type: none"> Marketing Executive |
| 16.10.17-31.01.18 | Full-time service crew at Secret Recipe, The Spring |
| 03.07.17-08.09.17 | JABATAN KIMIA MALAYSIA (KUCHING BRANCH) Industrial Training <ul style="list-style-type: none"> Performing trace metal and ammonia analysis on water samples from Sarawak and Sabah Learning how to operate and functions of the analysis instruments Learning how to do report filing Learning how to prepare a report after performing the analysis |
| 03.2016-09.2016 | MINGGU ALUAN PELAJAR UNIMAS 2016/2017 Assistance Head of Unit of College and Registration <ul style="list-style-type: none"> Handling the registration process for 3000 new students Preparing the appreciation certificates for 338 Liaison Officers Helping the university management's with the registration process for the new intake students Handling the Oath Taking Ceremony of 600 senior students Became the committee for Liaison Officers' Induction Week |
| 11.2015 | MAJLIS PENUTUPAN CONVOCATION FESTIVAL KE-19 Head of Protocol <ul style="list-style-type: none"> Prepared scripts, speech texts and que-sheet for the ceremony Assigned the position for event, stage and usher manager Became Event Manager for the event Ensured the event were running smoothly |
| 05.2015 | MAJLIS ANUGERAH PELAJAR UNIMAS 2015 Assistance Head of Unit of Registration and Nomination <ul style="list-style-type: none"> Collecting the nominees' nomination forms Discussing with the university's management regarding the finalization of the nominees |
| 06.2014-08.2014 | Part-timer salesgirl at Butik Alia |
| 12.2012-03.2013 | Part-timer waitress at Secret Recipe, The Spring |

REFERENCES

Pn. Norhafiza Madehi (Internship Trainer)

Company : Jabatan Kimia Malaysia Cawangan Kuching

Telephone number : 013-2976122

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Dr Rafeah Wahi (Final Year Project Supervisor)

Faculty : Resource Science and Technology

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