

HANA SAMIAH BINTI MOKHTAR

014-5390336

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Lot 1932, Lorong Meranti, Kampung Tualang, 21200 Kuala
Terengganu, Terengganu Darul Iman



1. EDUCATION

UNIVERSITI TEKNOLOGI MARA JOHOR (UiTM SEGAMAT, JOHOR)

- BACHELOR'S DEGREE IN INFORMATION SCIENCE (Hons) RECORD MANAGEMENT
- CGPA : 3.32/4.00
- GRADUATED IN NOVEMBER 2017

UNIVERSITI TEKNOLOGI MARA TERENGGANU (UiTM MACHANG, KELANTAN)

- DIPLOMA IN INFORMATION MANAGMENT
- CGPA : 3.45/4.00
- GRADUATED IN DECEMBER 2014

SEKOLAH MENENGAH AGAMA TOK HAJI ABBAS, KUALA TERENGGANU

- SIJIL PELAJARAN MALAYSIA (SPM)
- RESULTS : 5A's 1B's 2C's 1D's.
- 2010

2. EXPERIENCE

PETRONAS TWIN TOWERS

- Industrial trainee
- Finance Capability Group Treasury
- Involved in any job related to management such as create database (Microsoft Excel), key in and update data student and staff CA program, filling document, sort the information, check all the information, extract the information from annual report student from 3 audit firm in Malaysia

and 2 audit firm at UK into one template database, create template form, create bulletin for the department and create full database for breach of contract (BOC) staff in PETRONAS.

- July – December 2016

3. SKILLS

Language	Spoken	Written
• English	Good	Fair
• Malay	Good	Good
• Mandarin	Intermediate	Intermediate
• Arabic	Intermediate	Intermediate

Computer software application :

-Hyper-Text Markup Language (HTML)

-Adobe Photoshop

-PHP

-Jomla

-Microsoft Office Access

4. CO-CURRICULUM ACTIVITIES

Years	Activities	Position
2014	Reading Common Program at Jeli, Kelantan	Committee Members
2015-2016	Dean Award for Semester 3 & 6	Dean List
2015	Program Hands-On Preservation Workshop	Committee Members
2015	E-MOVIE System	Committee Members
2015	AVAS System	Committee Members

2015	Program Employability	Contestant
2015	Pengkisahan Sejarah	Committee Members
2015	Pameran Kesultanan Johor	Committee Members
2015	Oral History UiTM Johor	Committee Members
2015	QDOS System	Committee Members
2016	Hands-on ICD-10 Workshop	Committee Members
2016	Program Eksplorasi Tekno di SEK. MEN. GEMEREH	Committee Members
2016	Program Gen Y VS Gadget Talk at SEK. MEN. GEMEREH	Committee Members

5. REFERENCES

Encik Mohd Ashraf Bin Wahi Anuar

Lecturer of Information Management / Academic advisor

012-5295785

Nur Heliza Amirah Halemi

Close friends

014-5344193