



**DAYANG NOR FARHANI BINTI ABANG SHARKAWI**

NO32, TAMAN HUSSIEN, LORONG SERULING 2, 93050  
KUCHING, SARAWAK

+60142852307

[dygfanie2307@gmail.com](mailto:dygfanie2307@gmail.com)

Female | Single | 24 years old | Malaysian | Muslim

**CAREER OBJECTIVE**

To acquire a job opportunity in administrative field where I can apply my knowledge, skill and ability to work well with people which allow me to grow personally and professionally.

**ACADEMIC BACKGROUND**

Level : Bachelor Degree in Business Administration (Hons)  
Major : Human Resource Management  
Institution : Universiti Teknologi MARA, Puncak Alam Campus  
Year of graduation : (March 2015 – January 2017)  
Current CGPA : 2.89

Level : Diploma in Business Studies  
Major : Business Studies  
Institution : Universiti Teknologi MARA, Kota Samarahan Campus  
Year of graduation : (December 2011 – December 2014)  
CGPA : 3.45

Level : Sijil Pelajaran Malaysia  
School : SMK Tunku Abdul Rahman, Kuching.  
Result : 4A-, 3B, 1C, 1E

**EXPERIENCE AND ACHIEVEMENT**

- Internship at Sarawak Skill Development Centre for 4 months.
- Participant of Development Program (PDP), KEM EL-AZZHAR MORIB Banting, Selangor organized by Human Resources Management Society UiTM Puncak Alam.
- Committee for “Seminar Personaliti Dan Pembangunan Kerjaya” organized by Personal Development and Ethics
- Dean Award for Diploma in Business Studies in UiTM for Semester 3, 5 and 6
- Committee member for Kolej Seri Gading, UiTM Samarahan

**SKILLS**

<b>LANGUAGE</b>	<b>Written</b>	<b>Spoken</b>
Malay	Excellent	Excellent
English	Good	Good
<b>COMPUTER SKILL</b>		<b>LEVEL</b>
Microsoft Words		Good
Microsoft Power Point		Good
Microsoft Excel		Good

**REFERENCES**

**Name** : Noor Azura Binti Dahalan  
**Position** : Lecturer  
**Address** : Faculty of Business Management, Universiti Teknologi MARA,  
Puncak Alam  
**Email** : azuradahalan@salam.uitm.edu.my  
**Tel No** : +603 - 3258 5173 / +6019 – 6141921

**Name** : Dayang Rafidah Binti Awang Ibrahim  
**Position** : Human Resource Assistant  
**Address** : Pusat Pembangunan Kemahiran Sarawak  
**Email** : drafidah@ppks.edu.my  
**Tel No** : 082-364197