



HERLENNALILIANA BINTI MOHD JOHAN

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PROFILE BACKGROUND

Nationality	: Malaysian	Gender	: Female
I/C No.	: 910421 -12- 5438	Marital Status	: Single
Date of Birth	: 21 APRIL 1991 (26 years old)	Race	: Kadazan
		Religion	: Islam

Mailing Address	: No.44, Taman Sungai Wang Kinarut, 89600 Papar, Sabah.	Permanent Address	: No.44, Taman Sungai Wang Kinarut, 89600 Papar, Sabah.
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- **CAREER OBJECTIVE:** I am seeking employment with a company where I can use my talents and skills to grow and expand the company. Also, I want to excel in this field with my hard work, perseverance and dedication.

EDUCATION BACKGROUND

Discipline/Course of Study	: Bachelor Degree of Psychology with Honours
Major	: Industrial & Organizational Psychology
Institution	: University Malaysia Sabah (UMS), Kota Kinabalu
CPGA	: 3.26
Year	: November 2014

Level	: Sijil Tinggi Pelajaran Malaysia (STPM)
Course of Study	: Arts Courses
Institution	: Sekolah Menengah Kebangsaan Kinarut, Papar, Sabah
Qualification	: Pengajian Am (B+) Bahasa Melayu (A-) Pengajian Perniagaan (C+) Ekonomi (D)
Year	: 2010

Level	: Sijil Pelajaran Malaysia (SPM)
Course of Study	: Science Stream
Institution	: Sekolah Menengah Kebangsaan Kinarut, Papar, Sabah
Qualification	: 4A 1B 2C 3D
Year	: 2008

SKILLS / CAPABILITIES & PERSONAL QUALITY

Computer/Technical IT Skills: MS Word, MS Power Point, MS Publisher, MS Excel, Statistical Packages for Social Sciences (SPSS), Photoshop CS, Adobe illustrator, Flash MX, Director MX and Sound Forge.

Language Proficiency : Fluency in Malay Language and English Language.
Advance level of writing in Malay and English.

- Have a great knowledge regarding all aspects of general administration / secretarial support activities and financial reporting in order to ensure effective and efficient operations.
- Support systems and activities that enable the effective running of an educational institution such as organize and manage the administration.
- Energetic, positive and fast learner with quick analytical mind.
- Committed, detail-oriented and hardworking with a strong vision to achieve successful outcomes.
- Good in communication and able to work in a group.
- Able to work in very demanding (long hours, flexible schedule, under pressure, minimum supervision, team and individual).

PARTICIPATION IN CO-CURRICULUM

- Hold post of Ambassador for International Conferences on Psychology and Education, University Malaysia Sabah (2014)
- Hold post of Facilitator for 'Make Weekend Program: Disaster Management' at University Malaysia Sabah (2014)
- Hold post of Committee Members for club Residential College E, University Malaysia Sabah

(2012-2014)

- Hold post of Committee Members in Leadership and Motivation Program, University Malaysia Sabah (2012-2013)
- Participate in Leadership Series Program under Biro Tatanegara at Kundasang, Sabah (2013)
- Participate in Career Workshop under Postgraduate University Malaysia Sabah (2013)
- Participate in Community Service Program at Ranau, Kudat and Tambunan (2012-2013)

WORK EXPERIENCE

1) Industrial Training/Internship at JABATAN KESIHATAN NEGERI SABAH

Position (**Trainee**) under : Management Division

Duration : 7th July – 10th October 2014 (3 months)

JOB DESCRIPTION:

- Receives training and performs duties in several departments such as management, counselling & psychology, training section.
- Learns line and staff functions, operations, management viewpoints and company policies and practices that affect each phase of work setting.
- Sets performance goals and objectives with upper management.
- Monitors performance progress with management and key trainers.
- Observes experienced workers to acquire knowledge of methods, procedures, and standards required for performance of departmental duties.
- Receives training in functions and operations of related departments to facilitate subsequent transferability between departments and to provide greater promotional opportunities.

2) PART-TIME TUTOR at PUSAT TUISYEN MINDA RIA CEMERLANG, PUTATAN, SABAH

Duration : March 2016 - PRESENT

JOB DESCRIPTION:

- Design and deliver teaching materials through use of appropriate teaching, learning and assessment methods such as handouts, study materials or quizzes.
- Mark and assess work and examinations and provide feedback to students.

- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- Designs and implements exercises and activities to facilitate student's academic improvement.
- Maintains all records required to document student's attendance and academic progress.
- Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.

REFERENCES

Name : Madam. Razima Hanim Osman
Position : Head of Program (Industrial & Organizational Psychology),
Faculty of Psychology & Education, University Malaysia Sabah
Telephone No : 088-320000 EXT. 8011
Mobile No. : 016-4456854

Name : Madam. Ketirah Hank
Position : Industrial Training Supervisor at Jabatan Kesihatan Negeri Sabah
Telephone No : 088-265960
Mobile No. : 016-6682225