

NAJDAH BINTI HAMZAH

011-12304215

nardhamzah93@gmail.com

No 332, Mukim 7, Padang Lalang,
14000 Bukit Mertajam, Pulau Pinang



1. EDUCATION

UNIVERSITI ISLAM ANTARABANGSA MALAYSIA (UIAM), GOMBAK

- BACHELOR DEGREE OF HUMAN SCIENCES (COMMUNICATION)
with HONOUR
- MAJOR IN ORGANIZATIONAL COMMUNICATION
- CGPA: 3.258/4.00
- GRADUATED ON SEPTEMBER 2016

CENTRE FOR FOUNDATION STUDIES (UIAM), PETALING JAYA

- FOUNDATION OF HUMAN SCIENCES
- CGPA: 3.142/4.00
- GRADUATED ON JUNE 2012

SEKOLAH MENENGAH AGAMA FAUZI, YAN, KEDAH

- SIJIL PELAJARAN MALAYSIA (SPM)
- RESULT: 3A 7B
- GRADUATED ON 2010

2. WORK EXPERIENCES

GLOBAL RETAIL VENTURES SDN BHD, KELANA JAYA, SELANGOR

- Intern
- Brand Management Department
- Marketing and administration work of the company, key in invoices into system, filing and printing documents.
- February – May 2016

PETRONAS (PETROL STATION), PERDA, BUKIT MERTAJAM

- Cashier
- Customer service
- Managing cash flow at counter, servicing customers.
- July 2012

3. SKILLS

Language	Spoken	Written
• English	Fair	Fair
• Malay	Good	Good

MS Office (Word, Excel, PowerPoint), MS Outlook.

4. ACHIEVEMENTS

Description	Date Achieved	Details
Communication Students' Association	2013/2014	Main Committee
Rover Scout Club	2013/2015	Member
Inspire Club	2012/2016	Member
Rover Scout Community Engagement Camp	2015	Secretary
Taaruf Week Semester II, 2013/2014	2013/2014	Multimedia Bureau
Entrepreneurship Cultural Program	2014	Main Committee
Inspire Club Induction Camp	2012/2013	Participant
Charity Bazaar for NKF Malaysia	2016	Secretary
Charity Dinner for NKF Malaysia	2016	Secretary

5. MOBILITY AND AVAILABILITY

Mobility	Car
Availability	Immediate

6. REFERENCES

Name	Designation	Contact No.
Amanda Goh	Manager of Brand Management Department	017-6995370
Dr. Rizalawati Ismail	Internship Advisor/Lecturer	012-2607201