



## **NURUL FAREHAH BINTI RASHID**

A young dedicated and pro-active person. Culturally sensitive and able to communicate with people of different backgrounds. Highly motivated, hardworking individual and have the passion in learning. A fast learner, also able to operate effectively in a team and able become a good leader whenever ask to do so.

<b>19 OCTOBER 1992</b>	<b>25 YEARS OLD</b>	<b>FEMALE</b>	<b>MALAYSIAN</b>
DATE OF BIRTH	AGE	GENDER	NATIONALITY

### **EDUCATION**

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<b>Highest Education</b>	September 2012 - May 2017 (Finish study expected date and convocation on November 2017)  Level: Bachelor Degree in Social Science (Politics and Government Studies)  Institute: Universiti Malaysia Sarawak (UNIMAS)  CGPA: 2.59/ 4.00
<b>Second Highest</b>	2010 - 2011  Sijil Tinggi Pelajaran Malaysia (STPM)  Institute: SMK ST. Thomas, Kuching, Sarawak  CGPA: 2.75/4.00
<b>Others</b>	2008 - 2009  Sijil Pelajaran Malaysia (SPM)  Institute: SMK ST. Mary, Kuching, Sarawak (Science Stream)

Results: 1A-, 3B, 1 C, 3D, 1E

2005 - 2007

Penilaian Menengah Rendah (PMR)

Institute: SMK ST. Mary, Kuching, Sarawak

Results: 3A, 4B, 1C

1999 - 2004

Ujian Penilaian Sekolah Rendah (UPSR)

Institute: SRB ST. Mary, Kuching, Sarawak

Results: 2A, 3B

### **PERSONALITY STRENGTH**

- ◆ A hardworking and well-focussed person
- ◆ A good team player and will cooperate well with the members
- ◆ Openness to learn new skills
- ◆ Willingness to assist people

### **WORK EXPERIENCE**

#### **1) Dewan Bahasa dan Pustaka Cawangan Sarawak**

Position: Intern (Administration Unit and DBP Library)

February 2017 – May 2017 (3 months)

#### **TASK AND RESPONSIBILITY**

- Sorting and recording mails
- Assisting the Telefonist
- Typing mails
- Filing
- Keeping records of daily events
- Selecting, assisting in acquiring, circulating, and maintaining library materials
- Furnishing reference, bibliographical, and readers' advisory services
- Filter and dissemination of information to users
- Assist the Librarian to digitise rare books for e-Borneo portal for online users

## **2) Guardian Health and Beauty Store, Kuching**

Position:     Cashier

August 2016-October 2016 (3 months)

### **TASK AND RESPONSIBILITY**

- Counter service
- Assist customers to get the things they require
- Welcome customers
- Arrange and refill all the stocks
- Housekeeping like keeping the premise clean and tidy

### **SKILLS**

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Microsoft Words     :   Very Good

Microsoft Excel     :   Very Good

Power Point         :   Very Good

Internet Explorer   :   Very Good

Photography         :   Good

Creativity           :   Very Good

Languages           :   Can speak three (3) languages  
Bahasa Melayu, English, Melanau

### **CONTACT**

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