

**NURATHIRAH BINTI ABDUL AZIZ HALIM**

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C-0-4 Lot 18, GF BLK C, Tmn Sri Kepayan Apartment, Ph 8B,  
Jalan Pintas Penampang, 88200 Kota Kinabalu



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**EDUCATION BACKGROUND**

2012-2016	Bachelor of Psychology (Youth and Community Development) University Malaysia Sabah (UMS)	CGPA : 3.44 Dean Lists for 3 consecutive semesters
2011-2012	Foundation In Science Labuan Matriculation College	CGPA :2.87
2010	Sijil Pelajaran Malaysia (SPM) MARA Junior Science College	5 A's 4 B's

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**WORKING EXPERIENCES**

July 2016 – Sep 2016	Sabah Women Affairs Department Internship in administration and programme management <ul style="list-style-type: none"><li>• Assist head department in administration tasks</li><li>• Responsible in all work involving filing document</li><li>• Responsible in document preparation and payment for Local Purchase Order made by the department</li><li>• Organize programme for the department</li><li>• Provide and maintain good Customer Services</li><li>• Perform any other assigned tasks as and when required by Management</li></ul>
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**EXTRA- CURRICULAR ACTIVITIES**

2016	Participant, Perwani Lay Counselor Workshop and Perwani 'Jom Sihat' programme
	Participant in Women of Substance Conference
	Committee, 'Program Dialog Kasih Sayang'
	Committee, 'Seminar Kesedaran Dan Tanggungjawab Ibu Bapa Terhadap Hak Anak-Anak dan Isu-Isu Sosial'
	Facilitator, 'Program Rakan Guru' and 'Warshah Menjana Karisma'
	Committee, 'Malam Penghargaan Jakmas NR'
2015	Top 3 in Petanque Competition, 'Karnival Sukan dan Liga UMS'
	Participant, Silk Screen Printing Workshop
	Committee, 'Program Seranta Dan Diplomasi Awam Bersama Menteri Luar Malaysia, YB Dato Sri Anifah Aman'
2014	Committee, 'Seminar Kesukarelawanan Universiti Nasional- Varsiti Volunteers (MASKUM)'
	Committee, 'Program Mahasiswa Cakna Masyarakat Luar Bandar Jelajah Sabah: Kembara Kemanusiaan'

## SKILLS

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Language	Spoken	Written
Malay	Excellent	Excellent
English	Intermediate	Intermediate
Tagalog	Intermediate	Intermediate

Computer skills	Beginner	Intermediate	Advance
MS Office			√
Adobe Photoshop		√	
SPSS		√	

## REFEREES

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1. Dr. Getrude C. Ah Gang @ Grace  
Deputy Dean of Student Affairs and Alumni  
Faculty of Psychology and Education  
University Malaysia Sabah  
019-8522031
2. Dr Mazni Mustapha  
Academic Supervisor  
Faculty of Psychology and Education  
University Malaysia Sabah  
013-5478974