



**ALYA FARAH NADYA  
BINTI ROSLI**

**CONTACT**

010-9837231



farahnadya@hotmail.com



NO.128, LOT 2848,  
LORONG BUNGA  
KEMUNING 3A, BATU 3,  
JALAN MATANG, 93050,  
KUCHING, SARAWAK.



**TECHNICAL SKILLS**



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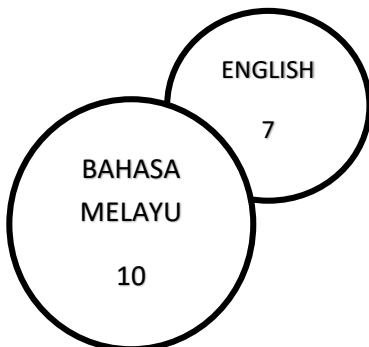


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**LANGUAGES**



Proficiency  
(0 = Poor, 10 = Excellent)



**OBJECTIVE**

To obtain a challenging and responsible position where I can contribute the best of my skills and efforts for the growth of the company.



**WORK EXPERIENCE**

2017 – *Substitute Teacher (Almost 3 months)*

**SK TAN SRI DATUK HAJI MOHAMED**

- Follow regular teacher's lesson plans in a way that ensure consistency and optimal learning which encourages students to participate
- Assign classwork and homework necessary, according to lesson plans
- Modify teaching styles to fit the learning styles of various students

2016 – *Internship Programme*

**UNIVERSITI MALAYSIA SARAWAK (UNIMAS)**

- Manage an event and participate in any occasions held in the department
- Make a system (manual to system) – System ProKom
- Maintain the filing and storage systems in the office

2014 – *Substitute Teacher (Almost 3 months)*

**SK TAN SRI DATUK HAJI MOHAMED**

- Participate in any meetings with other teacher and higher officer
- Key-in the result of the student examination (online)
- Manage student attendance as classroom teacher



**EDUCATIONS**

2015 - 2017 **BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS)**  
UNIVERSITI TEKNOLOGI MARA (UiTM) KAMPUS 2, SARAWAK  
**CGPA : 2.99**

2012 - 2014 **DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY**  
UNIVERSITI TEKNOLOGI MARA (UiTM) SARAWAK  
**CGPA : 2.59**

2006 - 2010 **SMK TUNKU ABDUL RAHMAN (STAR)**  
SECONDARY SCHOOL – *FINISHED (SPM,PMR)*

2005 - 2000 **SK TAN SRI DATUK HAJI MOHAMED**  
PRIMARY SCHOOL – *FINISHED (UPSR)*



**REFERENCES**

**Siti Lydiawati Binti Sahmat**

Centre for Applied Learning and Multimedia (CALM)  
Universiti Malaysia Sarawak  
Email : [sslydiawati@unimas.my](mailto:sslydiawati@unimas.my)  
Phone : +6082583699

**Fatimah Buang**

Headmistress  
Sk Tan Sri Datuk Haji Mohammed  
Jalan Belatok Matang Land District  
93050 Kuching Sarawak  
Phone : 082-641069