

## **NOORHAZIMAH BINTI BAHARI**

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16B - 1 - 2, Perumahan Polis, Lintang Sungai Burung Satu,  
11 000 Balik Pulau, Pulau Pinang.



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### **1. EDUCATION**

#### **UNIVERSITI TEKNOLOGI MARA (UiTM Penang)**

- BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) (OPERATIONS MANAGEMENT)
- MAJOR IN OPERATIONS MANAGEMENT
- CGPA : 3.00 / 4.00
- GRADUATED ON OCTOBER 2016

#### **SEKOLAH MENENGAH KEBANGSAAN SERI BALIK PULAU**

- SIJIL TINGGI PERSEKOLAHAN MALAYSIA
- SAINS KEMANUSIAAN (SASTERA)
- CGPA : 2.75 / 4.00
- 2010 / 2011

#### **SEKOLAH MENENGAH KEBANGSAAN SAINT GEORGE, BALIK PULAU**

- SIJIL PELAJARAN MALAYSIA (SPM)
- SCIENCE
- RESULTS : 2A's 1B's 3C's
- 2008 / 2009

### **2. WORK EXPERIENCE**

#### **AIMST UNIVERSITY, SUNGAI PETANI, KEDAH**

- Graduate Employment Programme (Khazanah Nasional SL1M - Green Programme)
- Quality Assurance Division
- To provide a variety of administrative functions to support Senior management team, engage, advise and liaise with all faculties and divisions relating to quality assurance, monitor programme validity (MoE Approval & Accreditation).
- August 2016 - February 2017 ( 6 months )

## STRADFORD INTERNATIONAL COLLEGE, PRAI, PENANG

- Industrial Trainee
- Human Resources Division
- To provide a variety of administrative functions to support Senior management team, engage, advise and liaise with all staff relating to their attendance.
- February 2015 - May 2015 ( 3 months )

## RESTAURANT KENTUCKY FRIED CHICKEN (KFC), BALIK PULAU, PENANG

- Crew Restaurant
- Receptionist and Cleaning Service
- Work for reception positions and cleaning restaurant, engage and liaise with customer.
- December 2009 - April 2010 ( 4 months )

### 3. SKILLS

Language	Spoken	Written
• English	Fair	Fair
• Malay	Good	Good

MS Office, MS Excel, MS Powerpoint

### 4. ACHIEVEMENT

Description	Date Achieved	Details
Graduates Enhancement Training Workshop	July - August 2016	Participant
Bengkel SPSS	May 2014	Participant
PIID 2014	December 2014	Participant
Program Kesejahteraan Rakyat	Jun 2013	Participant
Senamrobik Jelajah Janji Ditepati	December 2012	Participant
Kem Kepimpinan Pengawas 2011	February 2011	Facilitator

### 5. MOBILITY AND AVAILABILITY

Mobility	Car
Availability	Immediately

### 6. REFERENCES

Name	Designation	Contact No
Pn Siti Salwa Binti Nordin	QAD Officer	017 - 404 4063
Pn Balqis Binti Mohd Shariff	FYP Supervisor	012 - 306 0344