

NORSHAFIKA BINTI MOHD SHARIFF

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012-7156781



PERSONAL INFORMATION

Age: 23

Status: Single

Nationality: Malaysian

Health Condition: Excellent

Address: T/L 22 Lorong Hj
Kamsiah, Jalan Parit Semerah,
82000 Pontian, Johor

Driving License: B2 & D

Motto: To be part of progressive organization which can enhance knowledge and skills so can serve in best possible way with sheer determination and commitment.

STRENGTH

- Excellent in communication skills
- Strong competencies in leadership skills
- Active in sport activities
- Excellent in academic performance
- A good team player

SKILLS AND ABILITIES

- Able to work in team and individually
- Good communication and presentation skills
- Have a self-motivated, trustworthy and self-discipline
- Excellent in writing skills

SOFTWARE SKILLS



Microsoft
Excel



Windows Movie
Maker



Microsoft
PowerPoint



IBM SPSS
Statistic
software

TOP ACHIEVEMENTS

Leadership

- Committee of Occupational, Safety and Health Campaign
- Committee of Work Life Balance Campaign
- Protocol Committee – Open Day Carnival
- Treasurer (Kelab Kembara Kasih, Praktikum, Kelab Kadet Polis)
- Secretariat Carnival of Open Day Collage

Academic

- Dean List Award Semester 6
- Bicara Intelek Pelajar (Naib Johan)
- Inovasi Kimia Minggu Sains dan Matematik (Johan)
- Program Membina Tabiat Membaca (Pingat Emas)
- Award of Best Student in Mathematics

Community services

- Program Khidmat Masyarakat 2014
- Persembahan Angklong –Majlis Santapan Malam D.Y.T.M Raja Muda Perak Darul Ridzuan & D.Y.T.M Raja Puan Besar Perak (Kebangsaan), Malaysia Hari Ini (MHI) TV3, SCISEF (Kebangsaan), OLI DE PARIS (PWTC)
- Koir Patriotik Kemerdekaan (Naib Johan)

Sportsmanship

- Hiking Gunung Santubong
- Leadership Camp
- Larian KAKOM
- Larian Perdana Mahkota Johor
- Kawad Kaki Kadet polis (Johan)
- Kem Kadet Polis
- Olahragawati (4 x 200m)

WORKING EXPERIENCE

Jun 2014 – September 2014

- Clerk Lum Clinic

Jun 2015 – September 2015

- Green Point Departmental Store (Sales Assistant)

Jun 2016 – September 2016

- Suria College and Hotel Johor Bahru (HR Practical Trainee)
- Job description:
 - Handling staffs leave application and update in staffs leave database.
 - Calculate monthly payroll including overtime, public holiday and overnight claims
 - Make minutes of meeting
 - Handling interview for recruitment
 - Monitor staffs and trainees attendances
 - Calculate trainees' allowances and prepare memo for trainees' allowances
 - Monitor business licensed. Do renewal for HALAL certificate for restaurant in hotel.
 - Assist in training for Front Office and other departments
 - Help in preparing letter of appointment for the new staff.
 - Liaise with all departments and maintain good relationship with them.

Oct 2016 – Dec 2016

- Cashier at Maslee Wholesale Cash & Carry (Pontian) Sdn Bhd

EDUCATION

UNIMAS,
Kota Samarahan, Sarawak.
BSc (Hons) Human Resource Development

CGPA: **3.23**

SM SAINS MUAR
SIJIL PELAJARAN MALAYSIA

4A 5B

KOLEJ MATRIKULASI JOHOR

CGPA: **2.62**

SMK DATO' PENGGAWA BARAT
PENILAIAN MENENGAH RENDAH

8A 1B

REFERENCES

DR. ZAITON HASSAN

Lecturer/ Final Year Project Supervisor

Faculty of Cognitive Sciences
and Human Development,
Universiti Malaysia Sarawak,
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MARINA BINTI HAMMIM

HR, Admin and Training Executive

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