

PERSONAL DETAILS



RABIATUL ADDAWIYAH BT MOHD NAYAN

930903-08-5166

**79603 JALAN CENDERAWASIH,
KG DATO AHMAD SAID TAMBAHAN 2,
30020, IPOH PERAK DARUL RIDZUAN.**

Gender	Female	Age	23 Years Old
Race	Malay	Religion	Islam
Date of Birth	03 September 1993	Place of Birth	Perak
Marital Status	Single	Nationality	Malaysian
Email	rabiatuladdawiyah93@gmail.com	No H/P	013-4988443

EDUCATION BACKGROUND

Field of Study	Bachelor of Business Administration (Hons) in Management & Entrepreneurship
Name of Institution	Universiti Kuala Lumpur Business School
Graduation Date	2017
Year	2014 – Current
CGPA	3.14

Field of Study	Sijil Tinggi Pelajaran Malaysia (STPM)
Name of Institution	SMK Jelapang Jaya Ipoh Perak
Graduation Date	2012
Year	2011-2012
CGPA	2.5

Highest Level	Sijil Pelajaran Malaysia (SPM)
Field of Study	Sastera
Grade	
Name of School	Maahad Al Ehya Assharif
Graduation Date	2010

WORKING EXPERIENCES

Year	Feb 2012 – July 2012
Company	Norzi Bakery
Location	Ipoh Perak
Position	Sales person

EXTRA-CURRICULAR ACTIVITIES

2014 – 2016

Universiti Kuala Lumpur Business School

- 2016 - Participate in XNR Team Building and Leadership Camp.
- 2015 - Committee in E-Marketing Academic Visit at PLS Marketing (M) SDN BHD. Paddy Processing Factory at Sekinchan, Malaysia.
- 2015 - Participate in E-Marketing Academic Visit at PLS Marketing (M) SDN BHD. Paddy Processing Factory at Sekinchan, Malaysia.
- 2015 - Participate in UNIKL Business School Colour Run.
- 2014 - Member of Unikl Business School of University Peer Facilitator Club (UPEF).
- 2014 - Member of Unikl Business School of Management and Entrepreneurship Student Association.
- 2014 - Member of Unikl Business School of Extreme Sports and Recreation Club (Exsortic).
- 2014 - Participate in Red Ribbon Event.
- 2014 - Participate in Unikl Business School Fun Run.
- 2014 - Participate in Dress Up Charity Run at Taman Tasik Titiwangsa for Community Service.
- 2014 - Participate in Community service activity at YBK Serendah.
- 2014 - Participate in Entrepreneurship Seminar Motivation and the Financing Process.
- 2014 - Volunteer in Feed to Homeless at Chow Kit, Kuala Lumpur.

PERSONAL STRENGTHS AND SKILLS

Computer Skill

Computer Skill	Proficiency
Microsoft Word	Advance
Microsoft PowerPoint	Intermediate
Microsoft Excel	Intermediate
Microsoft Office	Beginner
Internet and Email	Advance
Typing skill	Advance

Language Proficiency

Language	Spoken	Written
Bahasa Malaysia	Very Good	Very Good
English	Good	Good
Mandarin	Fair	Fair

REFEREES

Dr. Sheikh Muhamad Hizam Hj Sheikh Khairuddin

Senior Lecturer

Level 15, Unikl Business School,

Bangunan Yayasan Selangor,

Jalan Raja Muda Abdul Aziz

Kampung Bharu, 50400 Kuala Lumpur,

Malaysia

sheikhmhizam@unikl.edu.my

Tel: 012-2830724

: 03-25875400 ext 5425

Adibah Bt Zainualdin

Academic advisor

Level 8, Unikl Business School,

Bangunan Yayasan Selangor,

Jalan Raja Muda Abdul Aziz

Kampung Bharu, 50400 Kuala Lumpur,

Malaysia

adibah@unikl.edu.my

Tel: 012-2159296