

RESUME

NURSYAFINA BINTI ADNAN MONSI

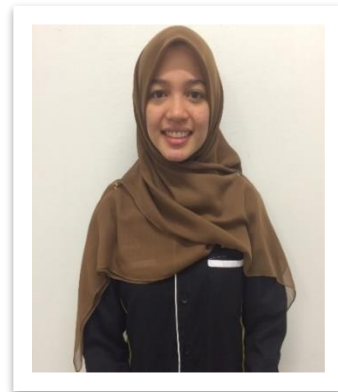
23 y/o, 24 MARCH 1995

CURRENT/MAILING ADDRESS:

LOT 5555, KAMPUNG TERSUSUN,
JALAN TAIPING KUBU GAJAH,
34130 SELAMA, PERAK.

CONTACT NO: 014-6028439

E-MAIL: nursyafina.adnanmonsi@gmail.com



OBJECTIVE

To obtain position with chances to pursue knowledge and skills as well as valuable experience. To enhance multiplier skills to thrive for success in both self-accomplished and be part of the organization value asset.

EDUCATION

Universiti Teknologi Mara Sungai Petani, Kedah Campus	Bachelor of Administrative Science (Hons)	2016-2018
Universiti Teknologi Mara Seremban 3 Campus	Diploma in Public Administration	2013-2015
Sekolah Menengah Teknik Taiping	SPM	2011-2012

SKILLS

Language Proficiency	Fluent in Bahasa Malaysia and English
Areas of Expertise	<ul style="list-style-type: none">• Microsoft word• Power Point• Microsoft Excel
Ability	<ul style="list-style-type: none">• Basic management skills.• Able to work in group and become good leadership• Able to accomplish task given within a specific time.• High encouragement to learn new knowledge.• Able to communicate with anyone.• Hard working, confident, self-motivated, self-committed determination and mature.

ACTIVITIES AT HIGHER EDUCATION

- Committee Members of Academic Visit to Majlis Bandaraya Alor Setar (MBSA) (2016)- Local Government
- Committee Members of Social Marketing Exhibition - Breast and Cervical Cancer Awareness Campaign (2016)
- Committee Members of Bachelor of Science Administration Club (BASIC) Election (2016)
- Participant in Innovation and Creative Education Aids Competition 2016 (i-Create)
- Participant in Visit to Public Relation Department at Universiti Sains Malaysia (USM)
- Committee Members of Guest Lecture: Aspiring Future World Class Project Management Leader (2017)

WORKING EXPERIENCE

- Internship at Pejabat Daerah dan Tanah Selama, Perak 2017

REFERENCE

PUAN JUNAIDA BINTI ISMAIL

LECTURER IN FACULTY OF
ADMINISTRATIVE SCIENCE AND POLICY
STUDIES (FSPPP)

UITM MERBOK, SG PETANI KEDAH
CAMPUS

Contact No: 019-3043009

ENCIK MOHAMED SAMSUDEEN BIN
SAJAHAN

LECTURER IN FACULTY OF
ADMINISTRATIVE SCIENCE AND POLICY
STUDIES (FSPPP)

UITM MERBOK, SG PETANI KEDAH
CAMPUS

Contact No: 012-4595648