



# DYG NORHAZIRAH BINTI ABG PUCHOK

BACHELOR IN ADMINISTRATIVE SCIENCE

## OBJECTIVE

Committed Administration Assistant to do given tasks will full commitment. Do not have much experience but willing to learn new things and can start working at any level of position.

## GENERAL INFORMATION

**Date of Birth:** 30.12.1994

**Race:** Malay

**Nationality:** Malaysian

**Status:** Single

**Expected Salary:** MYR1500

## SKILLS

Languages:

- Bahasa Malaysia
- Bahasa Inggeris

Personal Skills

- Team Player
- Organization
- Communication

Technical Skills

- Microsoft Office

## EXPERIENCE

### PRACTICAL TRAINING • UNIMAS • 25 JULY 2016- 16 SEPT 2016

- Practical students at Bahagian Pembangunan Modal Insan.
- Accurate data entry and keeping of records.
- Capable to handle all kinds of secretarial works.
- Photocopying and printing of documentation.
- Establishing and implementing administrative policies and procedures for the office.

### SALES ASSISTANT • COSWAY DESA ILMU • APRIL 2017- OCT 2017

- Part time as sales assistant sells retail products, goods and service to customer.
- Finds what customer needs and creates solution to their demand.
- Assist for the ordering of weekly inventory.
- Cashier- ensured cash was managed efficiently.

### SERVICE CREW • PIZZA HUT KOTA SAMARAHAN • DEC 2014- FEB 2015

- Part time as service crew at restaurant pizza hut.
- Clean dining area, windows and front counter.
- Customer service duties includes taking orders, answering demand and promotes new promotion.
- Cashier.

## EDUCATION

### BACHELOR IN ADMINISTRATIVE SCIENCE • 31 OCT. 2017 • UNIVERSITI TEKNOLOGI MARA

CGPA- 3.18

### DIPLOMA IN PUBLIC ADMINISTRATION • 16 APRIL 2015 • UNIVERSITI TEKNOLOGI MARA

CGPA- 2.63



DNORHAZIRAH@YAHOO.COM



NO, 245 KAMPUNG BARU,  
94300 KOTA SAMARAHAN.



+60148878350



DATE OF AVAILABILITY  
JANUARY 2018

# DYG NORHAZIRAH BINTI ABG PUCHOK

BACHELOR IN ADMINISTRATIVE SCIENCE

## CO- CURRICULAR ACTIVITY

### PARTICIPANT • UITM SAMARAHAN • 12 DISEMBER 2015

- Participation In Transformation Towards Outstanding Communication Skills

### PARTICIPANT • KEM TANGO, TANJUNG GOSONG, PEKAN PAHANG • 19 – 23 JUN 2011

- Perkhemahan Pasukan Kadet Koreksional Peringkat Kebangsaan Tahun 2011
- Anugerah Perak Persembahan Kebudayaan.

### PARTICIPANT • BAHAGIAN SAMARAHAN • 07 MEI 2011

- Pertandingan Petanque “Triples” Katagori Pelajar Bahagian Samarahan 2011.

## ACHIEVEMENT

### DEAN'S AWARD • UITM SAMARAHAN • 12 DISEMBER 2015

- Fakulti Sains Pentadbiran Dan Pengajian Polisi
- 5<sup>th</sup> semester of school year 2016.

## REFERENCES

### OLIZER OLIVINA • ADMIN ASSISTANT OFFICER •

- Bahagian Pembangunan Modal Insan, Unit Pengurusan Cuti Belajar, UNIMAS, Sarawak.  
+60198731810

### EMILY ANAK DAMASUS • STOCKIST COSWAY •

- Aqua Enterprise, Ground Floor, No G44 Lot 3837, Desa Ilmu II, 94300 Kota Samarahan.  
+60107984228

### DYG NOR ATIQAHT BT AWG KHAMIS • ESEKUTIF PEMASARAN •

- Koperasi Pusaka Sarawak Berhad Jalan Stadium Petrajaya, Kuching.  
+60168659052



DNORHAZIRAH@YAHOO.COM



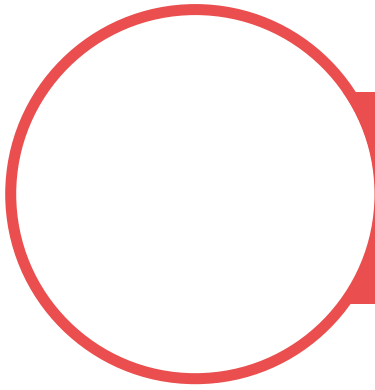
NO, 245 KAMPUNG BARU,  
94300 KOTA SAMARAHAN.



+60148878350



DATE OF AVAILABILITY  
JANUARY 2018



## DYG NORHAZIRAH BINTI ABG PUCHOK

BACHELOR IN ADMINISTRATIVE SCIENCE

Dear HR Manager,

### **JOB APPLICATION FOR ADMINISTRATIVE ASSISTANT POSITION**

Refer to the subject, I am writing to apply for administrative assistant position or any equivalent position at your organization. For your information, I am fresh graduate in Bachelor of Administrative Science from University Technology MARA (UiTM) at Kota Samarahan, Sarawak.

I have some basic experiences in regards to administrative task and even pick up a few skills in public relation during my internship at Bahagian Pembangunan Modal Insan, UNIMAS as a trainee for 2 months. My scopes of work were more to communicating with public and basically anything involving management or administrative task such as filing, data recording, project management and public relation.

I enjoy being challenged and working on projects that require me to work outside my comfort and knowledge set, as continuing to learn new things and development techniques are important to me and the success of your organization.

I have attached a copy of my resume. I can be reached anytime via my cell phone, +60148878350 or via email at [dnorhazirah@yahoo.com](mailto:dnorhazirah@yahoo.com).

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

DYG NORHAZIRAH BT ABG PUCHOK



**DNORHAZIRAH@YAHOO.COM**



**NO, 245 KAMPUNG BARU,  
94300 KOTA SAMARAHAN.**



**+60148878350**



**DATE OF AVAILABILITY  
JANUARY 2018**