

FARAHANA AZWA BINTI ABD LATIF



A confident who is self-motivated and self-sufficient. I am very competitive, team player and hard working person. I am willing to learn, help and adapt new environment. I am dedicated person and multitasking.

CONTACT ME

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☎ +01151688692

🏠 No1 TG, Sireh Pangkalan Polis
Marin Bintawa 93450 Kuching, Sarawak

Marital Status : Single

Expected Salary: RM 1200

PROFESSIONAL SKILLS

MS Word	● ● ● ● ●
MS Power Point	● ● ● ● ●
MS Excel	● ● ● ● ●
MS Publisher	● ● ● ● ●
Adobe Photoshop	● ● ● ● ●
SPSS	● ● ● ● ●
Handling Event	● ● ● ● ●
Managing Files	● ● ● ● ●

LANGUAGES

English	● ● ● ● ●
Malay	● ● ● ● ●

OBJECTIVE

- To equip knowledge, skill and ability to be a future human resources practitioners.
- To build long- term career and to enhance my professional skill in a dynamic and fast paced in the workplace.
- To use my skills for achieving the organizational goals.

EDUCATION

- 2013 - 2016 Universiti Malaysia Sarawak** 📍 Kota Samarahan
Faculty of Cognitive Science and Human Development
Majoring of Human Resources Development (Bsc Hrd)
(CGPA 3.20)
- 2011/2012 SMK Bandar Kuching No 1** 📍 Kuching, Sarawak
Malaysian Higher School Certificate (STPM)
(1A, 2B-, 1C+)
- 2009 Sekolah Menengah Kebangsaan Padungan** 📍 Kuching, Sarawak
Malaysian School Certificate (SPM),
(1A-, 2B+, 2B, 2C+, 2D)

WORK EXPERIENCE

INTERN

📍 Semariang, Kuching

Department of Women and Family Sarawak (JWKS)

The Department of Women and Family Sarawak are known as Women Bereau in the past. The Department of Women and Family Sarawak conduct a programme and activities that focus on empowering women's ability and capability. In the department, I am more on event management. There are some event that I handle which is Pink Walk and Ride Hw16: in conjunction of breast cancer awareness month, *Bengkel Permuafakatan dalam menangani masalah terhadap wanita dan kanak-kanak*, and *Sambutan Hari wanita 2016*. Beside, I also did some administrative work such as fillings, drafting letter and make a minutes meeting. On the other hand, I also involve in meeting such as *Mesyuarat Majlis Wanita dan Keluarga Sarawak (MWKS)*. Furthermore, working in the department has improve my communication skill where I was an emcee for *Majlis Ramah Tamah Aidilfitri JWKS* and being an emcee for hi-tea *Datuk Hajah Fatimah Abdullah bersama wanita PBB* at Pustaka.

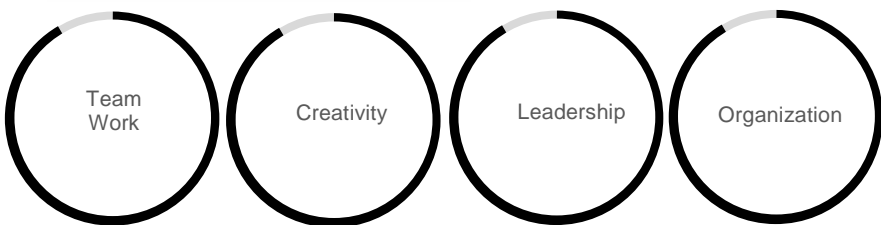
CLINIC KHAIRA (2012-2013)

📍 Batu Tiga, Kuching

Asistant Doctor (Nurse)

Being assistant Doctor is to provide medical and nursing care to patient in clinic. We are not only treating patient but also offering advice and emotional support to patient and their families. Beside, we're also taking patient sample, pulse, blood pressure and temperatures.

PERSONAL SKILLS



REFERENCES

Name : Dhiya Durrani Bt Awang Ibrahim	Name : Pn. Noriah Binti Haji Ahmad
Position : Pegawai Tadbir N41	Position : Director of Department Women and Family Sarawak
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E-mail : deeyadd77@gmail.com	E-mail : jabatanwanitaks@gmail.com