

MAZILA BINTI ABDUL MANAF



CONTACT DETAIL

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PERSONAL PARTICULARS

Age : 28
Nationality : Malaysian
Marital Status : Single
I/C NO. : 890303-06-5520

OBJECTIVE

Perform the assigned tasks in an efficient, fast, trustworthy and responsible for all actions taken.

EXPERIENCES

2015 – 2016 Part Time Lecturer (Chemistry)

(1 year) University College Shahputra

- Prepare and deliver lectures to students on topics such as:
 - Basic instrumental analysis
 - Physical Chemistry
 - Inorganic Chemistry
- Evaluate and grade students' class work, laboratory performance, assignments, and papers.
- Supervise students' laboratory work.
- Prepare course materials such as homework assignments, and handouts.
- Maintain student attendance records, grades, and other required records.

- 2014**
(2 months) **Trainee (Safety, Health And Environment)**
Asturi Gebeng, Kuantan, Pahang.
Department of Health Safety and Environment
- Assist in inspect and evaluate workplace environments, equipment, and practices, in order to ensure compliance with safety standards and government regulations.
 - Learn how to conduct safety training and education programs, and demonstrate the use of safety equipment.
 - Assist in investigate accidents to identify causes and to determine how such accidents might be prevented in the future.
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- 2012**
(1 month) **Trainee (customer service)**
Vads TTDI, Kuala Lumpur.
Department of Communication Service
- Learn how to confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
 - Learn how to solve customers' problems.

EDUCATION

Qualification : **B.Sc. (Hons.) Environmental Technology**
Field Of Study : Environment technology
Major : Environment
Institute/ University : Universiti Teknologi MARA, Shah Alam, Selangor.
CGPA : 3.02
Graduation Date : April 2015

Qualification : **Diploma in Science (UiTM)**
Field Of Study : Science
Major : Physics
Institute/ University : University College Shahputra, Kuantan, Pahang.
CGPA : 2.95
Graduation Date : October 2011

SKILLS

Languages

English
Malay
Mandarin

Spoken

Good
Excellent
Basic

Written

Good
Excellent
Basic

Computer skills

- MS Word, Excel, power point
- Geographic Information System (GIS)

Personal

- Flexibility of work environment
- Sense of responsibility
- Commitment and love to learn new things