

LIYANA BINTI ABDUL RAUF

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PERSONAL OBJECTIVE

Seeking a position in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills and abilities to maximize my potentials towards fulfilling the organizational goals and objectives.

PERSONAL DETAILS

Date of Birth : 16th March 1994
Place of Birth : Lumut, Perak
IC Number : 940316-08-5152
Age : 23 years old
Gender : Female
Marital Status : Single
Nationality : Malaysian
Hobby : Reading, travelling and playing sports

ACADEMIC QUALIFICATIONS

Sept 2013 – 2016 : **Universiti Teknologi Mara (UiTM) Pulau Pinang**
Bachelor of Business Administration (Hons.) Human Resource Management
: Dean's list in the six semester with a GPA of 4.00
: Dean's list in the third semester with a GPA of 3.53
: CGPA: 3.31

2012 – 2013 : **Perak Matriculation College**
CGPA : 3.51
Malaysian University English Test (MUET) : Band 2

2010 – 2011 : **Sekolah Menengah Teknik Ipoh (Persiaran Brash), Perak**
Malaysian Certificate of Education (SPM)
Result : 5A 1A- 1B+ 1B 2C+
(Including Principle Accounts and Principle of Entrepreneurship)

2007 – 2009 : **Sekolah Menengah Kebangsaan Seri Samudera, Perak**
Penilaian Menengah Rendah (PMR)
Result : 6A2B

WORK EXPERIENCE

Mac 2016 – Present : Tutor at Pusat Tuisyen Kegemilangan Intelek

Scopes of job:

- Teaching the subjects of English, Bahasa Malaysia and Science for Standard Six, Form Two and Form Three
- Guide the students and share some useful tips on how to tackle the examination questions

February – May 2016 : Industrial Training at Jabatan Tenaga Kerja Sitiawan

Scopes of job:

- Work closely with Employment Act 1955
- Going to several plantations and shops with the officers to do some inspections about the compliance of the companies with Employment Act 1955
- Learn on how to build a corporate communications
- Doing some job vacancies advertisements and other administrative works
- Learn on how to handle some complaint or labor cases
- Attend several labor court cases and an exparte session
- Learn on how to handle and conduct the interview sessions

July and August 2015 : Teacher at Kindergarden Imtiyaz Bonda

Scopes of job:

- Involve in teaching and learning process
- Teaching the subjects of English, Bahasa Malaysia, Science, Mathematics, Islamic Education, Arabic, Jawi and Little Scientist
- Organize an academic visit to Pusat Penetasan Penyus Pasir Panjang Segari, Perak for the students

June 2014 and March 2015 : Part-time job with Metta Vision

Scopes of job:

- Examine patients for common vision problems - near or farsightedness
- Set up a booth in UiTM Merbok and Perak Matriculation College for 'Free Eye Test' for students in promoting healthy eyes

SKILLS

IT and Computer:

- Operating system: Windows
- Statistical Package for the Social Science (SPSS)
- MS Office, Word, Excel, PowerPoint
- Internet application
- Movie maker

Writing and Presentation:

- Written many reports
- Delivered several technical presentations

Languages:

- Malay : Native language
- English : Moderate
- Mandarin : Conversational

License:

- Vehicles driving license (D)
- Motorcycle license (B2)

INTEREST AND ACHIEVEMENTS

Achievements:

- Received Certificate from the Rector for obtaining GPA above 3.5 in the Six and Third Semester, UiTM Pulau Pinang
- Awarded for London Chamber of Commerce and Industry International Qualifications (LCCI) Level 2
- First runner up in the entrepreneur competition 2012, College Level
- Bronze Medal achievement in the "Program Nilam Jauhari" 2009, District Level
- Third in Science and Mathematics Quiz 2008, School Level

Leadership:

- Appointed as Treasurer in organizing study visit to Kuala Lumpur in 2015
- Participated in Training on Personal Grooming and Social Etiquette & Safety and Rescue at Workplace in UiTM Pulau Pinang
- Committee members of Personal Development Challenge 2014 in UiTM Pulau Pinang
- Involved as a committee member in "Jualan Mahasiswa" 2014 in UiTM Pulau Pinang
- Facilitator in the Program "Buddy Support System" for subject Accountancy 2012 in Perak Matriculation College
- Treasurer for Librarian 2011 in Sekolah Menengah Teknik Ipoh
- President of "Kelab Kewarganegaraan" 2011 in Sekolah Menengah Teknik Ipoh
- Vice President of Red House 2011 in Sekolah Menengah Teknik Ipoh
- Participated in the Consumer Competition 2011 in Sekolah Menengah Teknik Ipoh
- Appointed as "Pembimbing Rakan Sebaya" (PRS) in 2008 and 2009 in Sekolah Menengah Kebangsaan Seri Samudera

Co-Curriculum Activities:

- College representative in “Karnival Sukan Mahasiswa” (KARISMA) 2015 and 2014
- First runner up in Netball Tournament for “Program KASIH 2014”, College Level
- Appointed as a referee for the netball match and 3 on 3 netball competition in 2013
- Bronze in “Karnival Kokurikulum Matrikulasi” (KAKOM) 2012, Matriculation Level
- Bronze in handball 2012, College Level
- Selected to join “Program Latihan Khidmat Negara” (PLKN) Kumpulan 1 Siri 9/2012
- Participated in “Kejohanan Antara Teknik” (KAT) 2011 as netball captain
- Participated in cross-country 2011, District Level
- School representative in high jump 2011
- Fourth in Hockey under 18, 2007, District Level

Volunteer Works:

- Involved in “Himpunan Sukarelawan Peringkat Negeri Pulau Pinang 2014”
- Involved in “Program Kesejahteraan Rakyat by Pasukan Sukarelawan Siswa (PSS) 2013”

Outdoor Activities:

- Academic visit to Ministry of Human Resources (MOHR) 2015
- Academic visit to Federal Court of Malaysia 2015
- Academic visit to Kuala Lumpur in 2015
- Team Building of Business Administration at Sik, Kedah 2013
- Team Building at Gua Tempurung, Perak 2012
- Academic Visit to Cameron Highlands in 2012
- Visited an Orphanage House in Ipoh, Perak 2010

REFERENCE

Name	: Puan Shaira Binti Ismail
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