



HAFIDZOTUL FATINI BINTI ABNIL HAJAT

Address : N0.67 Kampung Permatang Buloh

Kota Sarang Semut

06800 Alor Setar,

Kedah Darul Aman

Mobile Number : 019-4811693

E-mail : fatini93@gmail.com

PERSONAL INFORMATION

Full Name : Hafidzotul Fatini Binti Abnil Hajat
Gender : Female
Nationality : Malaysian
Date Of Birth : 31 March 1993
Languages Known : First Language : Malay, Second Language : English
Marital Status : Single
Occupation : Fresh University Graduate
Health : Very Good
Interest : Reading, Networking, Sports, Music, Helping Others.
Personal Features : Eagerness to learn, hard-working, work endurance, creativeness, willing to work overtime and far from home even for a long time if required.

JOB OBJECTIVE

I am a recent university graduate seeking a position that will allow me to use my Bachelor Degree. My practical experienced, strong interpersonal skills as well as my eagerness to contribute to a quality company. Moreover, I would like to work in a professional and active environment where I can apply what I was taught at university to progress and develop within my job.

EDUCATION

2012 – 2016 : Islamic Science University of Malaysia
Major : Quranic and Sunnah Studies
Graduated : 2016
CGPA : 3.22

2011 : Sekolah Menengah Agama Nahdzah
STAM : Jayyid

2010 : Sekolah Menengah Agama Nahdzah
SPM : 2A 3A- B+ B 2C+ C

2008 : Maktab Mahmud Yan
PMR : 2A 7B

2005 : Sekolah Kebangsaan Permatang Buloh
UPSR : 3A 2B

INTERNSHIP/WORK EXPERIENCE

Internship (daily duties/responsibilities)

- ❖ Providing general procedure to customer
- ❖ Handling marriage approval form
- ❖ Answering the phone and forwarding callers on to relevant staffs
- ❖ Keyboarding and document formatting.
- ❖ Accurate data entry and keeping of records
- ❖ Photocopying and printing of document
- ❖ Organizing the events

KAFA Teacher

- ❖ Teaching students of Islamic religions, history and writing
- ❖ Handling the students for smooth learning

Programme Teacher

- ❖ Teaching students of Islamic religions, history and writing
- ❖ Teaching students how to read and counting
- ❖ Handling the students for smooth learning

Shop Assistant

- ❖ Photocopying and printing of document
- ❖ Assisting customer

SKILL SUMMARY

Administrative Skill	- Organization and basic skills.	
	- Experienced in general office procedure	
	- Dealing with public administration issues	
	- Formatting and managing documents	
Soft Skills	- Able to work as a part of team	
	- Communication	
	- Fast and accurate typing	
	- Negotiation, presentation skills	
	- Experience in most of office equipment	
Computer	- MS Excel	: Advanced
	- MS Word	: Advanced
	- Power point	: Advanced
	- Windows	: Advanced
	- Internet, E-mail	: Advanced
Language	- Malay	: Native
	- English	: Moderate

REFERENCES

1. **Name** : Dr. Rabiatal Adawiyah Binti Mohamad

Position : Lecturer

Faculty of Quranic and Sunnah Studies

Institution : Islamic Science University of Malaysia (USIM)

Bandar Baru Nilai,

71800 Nilai,

Negeri Sembilan.

2. **Name** : Mrs. Norhayati Binti Darus

Position : KAFA Supervisor

Institution : Pejabat Agama Daerah Yan,

06900 Yan,

Kedah Darul Aman.