



LATIFAH ABU HASSAN

Address : No 59, Kampung Tengah Seberang Pumpong,
05150 Alor Setar, Kedah Darul Aman

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1.0 Career Objective

I'm recently just finished my Bachelor Degree in Science Administration in January 2018 and seeking the job that matching with my academic qualification.

2.0 Working Experience

Internship | Jabatan Kehakiman Syariah Negeri Kedah(JKSNK) | 30th July 2017- 14th September 2017

- Review the personnel file of the JKSNK staff by checking the date and purpose of the document
- Conduct the correspondence activities by using the right format for the formal letter

3.0 Academic Background

Bachelor Degree (Honors) in Administration Science | UiTM Kedah | March 2016- Jan 2018

CGPA : 3.00

Diploma in Public Administration | UiTM Kedah | June 2013- Oct 2015

CGPA : 3.10

Sijil Pelajaran Malaysia| SMK Mergong | 2008 to 2012

Result : 3A, 4A- , 1B+ & 1 C+

4.0 Co-Curriculum Activities

Multimedia Committee Member | Academic Visit to Alor Setar City Council | 21 November 2016

- Responsible to take the picture throughout the program

Meal Committee Member | Academic Visit to Rumah Merdeka and Rumah Kelahiran Tun Dr Mahathir|21 May 2016

- Responsible to deal with the caterer to provide the food the participants

Registration Committee Member | Young Biz Revolution 1.0 Colloquium 2016 |30 April 2016

- Responsible to make sure that participants attend to the program

5.0 Additional Skill

Language

Bahasa Melayu

Speaking Advance
Written Advance

English

Speaking Good
Written Good

Software Skill

Microsoft Word
Microsoft Power Point
Pow Toon

Soft Skill

Team work Skill and Time Management Skill

-Have good team work skill since the coursework need to be done in group and finished the coursework according the schedule

Presentation Skill and Leadership Skill

-Have a loud voice and able to in front with people.
-Able to manage the conflict that happen in group assignment

6.0 References

References 1

Cik Noorlailahusna bt Mohd Yusuf
Coordinator Course
Faculty of Administrative Science and
Policy Studies, Universiti Teknologi MARA
Kedah.
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References 2

En Zairuddin bin Mohd Yusof
Internship Host Supervisor
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