

HAFIZA BINTI MOHD NOR

BACHELOR IN DEVELOPMENT MANAGEMENT WITH HONOURS

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No 6, Lorong Paku Rawan,
Felcra Weng 09100 Baling
Kedah



PROFILE

- 941105-02-5488
- 5 November 1994
- 24 years old
- Malaysian
- Single

COMPUTER SKILL

- 95/100** Microsoft Office
Word, Excel &
Powerpoint
- 95/100** AutoCAD
- 95/100** Visual Basic
- 95/100** SPSS Statistics

LANGUAGE

Spoken & Written

English



Malay



PROGRAMME PARTICULARS

MAJOR

Development Project
Management

CAREER OBJECTIVES

I am fresh graduates from Universiti Utara Malaysia. I would like to be an excellent and successful employee in any positions or any related field studies where, I can apply my knowledge and skills while performing the best in developing and drive force in your business for continuous improvement and future growth.

COURSES / SEMINARS ATTENDED

2014

- Participant of Hosting Workshops, Public Speaking Club
- Participant of Kachi Run, INASIS SME BANK
- Bureau of SME BANK Hope For Happiness

2015

- Activities Bureau of Interblock Competition
- Participant of National Sports Day, Negeri Kedah
- Logistics and Technical Bureau, Spirituality (Co-Curriculum)
- Project Leader of SME BANK Hope For Happiness
- Bureau of First Aid & CPR SME BANK

2016

- Participant of IFest Islamic Festival
- Participant of IMRYD 2016 SIRI 1-4: Communicating in the multicultural workplace

2017

- Career & Training Fair 2017
- Etique & Reception Courses UUM COLGIS

EDUCATION

Bachelor

Universiti Utara Malaysia, Sintok
2014-2018

Current Score
CGPA: 3.32

Bachelor in Development Management with Honours

STPM

Sekolah Menengah Kebangsaan
Baling
2012-2013

Final Score
CGPA: 3.50

SPM

Sekolah Menengah Kebangsaan
Siong
2007-2011

Achievement
Pass

ATTRIBUTE-STRENGTH

- COMMUNICATION EFFICIENCY**
Good command of English and Bahasa Malaysia and self encouragement in communicate with clients, colleagues and etc.
- MANAGE SOLVING SKILLS**
Solid problem-solving skills and multi-tasking.
- TEAMWORK**
Cooperative, willing to learn and be guided (Engage for community programmes such as Touch Point Programme, Independence Celebration)
- POSITIVE LEARNER**
Open to critiques and comment which are job related.
- SELF ENTHUSIASM**
High attention in organizing and planning for systematic work flow.
- SELF DISCIPLINE**
Persistent, dedicated and hardworking in maintaining job performance.
- LEADERSHIP**
A good team leader and ability to convey challenging information to others (As a Project leader for blood donation, UUM)
- SELF MOTIVATION**
Ability to commit job scope requirement in order to achieve organisational goals.

EXPERIENCE

INTERNSHIP (PEJABAT DAERAH BALING)

SEPTEMBER 2017 – JANUARY 2018

ADMINISTRATION DEPARTMENT

- Counter service to distribute form / registration / rental payment
- Answer incoming and outgoing calls
- Engage and become a secretariat in a meeting that were held to implement regarding programmes
 - i. Granting Allowance Programme to JKKK
 - ii. The 60th Independence Celebration Programme
 - iii. PDB Staff Training in Cameron Highland
- Preparing PDB staff fees / claims vouchers

DEVELOPMENT DEPARTMENT

- Committing eKasih registration
- Distribute eKasih forms and Home Help Programme (Program Baikpulih Rumah) forms
- Involved in Touch Point Programme at the Baling Parliamentary Level which is the Home Improvement Assistance Programme through a decent target group
- Site visit to building that have problem
- Prepare rental payment for low-cost houses (Rumah Kos Rendah) under Kedah Housing and Property Information System
- Prepare Low-Cost House Sales and Sales Report Form

ACADEMIC PROJECT

PROJECTS INVOLVEMENT		
YEAR	PROJECT	DESCRIPTIONS
2016	AutoCad : Double Storey Houses	<ul style="list-style-type: none">• Study and drawing the layout plan of double storey houses• Making 2D and 3D plan
2017	Academic Project : The Level of Satisfaction of The Population about Water Supply in Felcra Weng, Baling Kedah	Analyze, identify and find out the level of satisfaction about water supply in Felcra Weng, Baling Kedah

REFERENCES

PROF. MADYA DR. HAMIDI BIN ISMAIL

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NOORILI BINTI KHAIRUDDIN, PCK

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