

NUR HAZWANI MOHD NADZIR



✉ mpphazwani@gmail.com

☎ 0174065764

🏠 No. 12, Lorong 7, Taman Penaga,
13100 Penaga, Seberang Perai
Utara, Pulau Pinang

WHY ME

A 23rd years old fresh graduate with vast experience in multidisciplinary team or on a one-to-one basis with client. Can be described as a workaholic as well as an action-oriented person. Love the challenges, able to work under pressure and willing to travel for work, driven by confidence to be successful in any legal field.

PROFESSIONAL SKILLS

MS WORD	*****
MS POWER POINT	*****
MS EXCEL	*****

REFERENCES

Dr. Mohd. Suhaimi Mohamad
Head of Student and Alumni Affairs (HESA)
Faculty of Social Sciences and Humanities
National University of Malaysia 43600 UKM Bangi,
Selangor Darul Ehsan.
Tel : 03-8921 04743
Email : msuhaimi@ukm.edu.my

Prof. Madya Dr. Tengku Nor Rizan Tg Mohd Maasum
Head of Industry and Community Relations (HEJIM)
Faculty of Social Sciences and Humanities
National University of Malaysia 43600 UKM Bangi,
Selangor Darul Ehsan.
Tel: +603 89214743
Emel: tntm@ukm.edu.com.my



WORK EXPERIENCE

2016

Penaga, Penang

RELIEF TEACHER – SMK SRI MUDA, PENAGA

Preparing lesson plans, teaching classes and evaluating students' progress. Encouraging students and acting as teacher-advisors for students. Maintaining discipline in the classroom. Running extracurricular sports, clubs and activities (voluntary). Communicating with parents about students' progress.

2015 - 2016

Bangi, Selangor

SALES ASSISTANT- ZERO WASTE KIOSK ENT.

Greet, serve and advise customers. Answer any queries they may have, from stock availability and details of special offers to a product's price. Cleaning as well as tidying up, stock maintenance, and ensuring the goods attractively displayed. Works under general supervision, applies diversified procedures and standards. (1 year)



LEADERSHIP & EXCELLENT INVOLVEMENT

- Students' Representative Council of UKM (MPP UKM) – (2014/15)
- Deputy President of Students Association of Faculty Social Sciences and Humanities (2014-2016)
- Kembara Khidmat Siswa Kelantan (Project Exco) - (November 2013)
- Jelajah Siswa D'Bawah Bayu (Project Exco) - (July 2014)
- Delegate in 'Kembara Transformasi Wanita Malaysia-Singapura' (Mac 2015)
- Delegate in Humanitarian and Leadership Symposium Hong Kong (August 2015)
- Books To Be-Loved Misi Prihatin Kemboja I (Project Exco) - (April 2015)
- Books To Be-Loved Misi Prihatin Kemboja II (Deputy Project Leader) - (Nov. 2015)
- Yayasan Sukarelawan Siswa (YSS) Volunteerism Mission : Laos (April 2016)



EDUCATION

2012- 2013

Kepala Batas, Penang

PENANG MATRICULATION COLLEGE (KMPP)

Obtaining CGPA of 3.67 in Science of Module III. Actively contributes in Students' Representative Council of KMPP (Academic Bureau) and other cocurricular activities.

2013- 2016

Bangi, Selangor

NATIONAL UNIVERSITY OF MALAYSIA (UKM)

Bachelor of Social Sciences (Hons) from National University of Malaysia (UKM), with a major in Social Work and CGPA of 3.61. Actively contributes in Students' Representative Council of UKM (Corporate Relations and International Bureau) and other cocurricular activities.



PERSONAL SKILLS



Teamwork



Creative



Organize



Dedication



Active



Optimist



Commitment



Adaptability



Fast Learner



LANGUAGE

Malay *****

English *****