



NUR AFIAH BT OTHMAN

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EDUCATION

1. **SEPTEMBER 2013 – MEI 2017 | UNIVERSITY SULTAN ZAINAL ABIDIN (UNISZA)**
BACHELOR OF SCIENCE SOCIAL (ANTROPOLOGY AND DAKWAH) – CGPA 3.69
2. **JUNE 2010 – MARCH 2013 | UNIVERSITI SULTAN ZAINAL ABIDIN (UNISZA)**
DIPLOMA OF ISLAMIC THEOLOGY AND PHILOSOPHY (USULUDDIN) – CGPA 2.78
3. **DESEMBER 2009 | SABK MAAHAD ALMAARIF ISLAMIAH BATU 9, TRONG, PERAK**
SIJIL PELAJARAN MALAYSIA – 3A 5B 2C

AWARDS

- i. **DEAN'S AWARD**
BACHELOR OF SCIENCE SOCIAL (ANTROPOLOGY AND DAKWAH) | 2013-2017
DIPLOMA OF ISLAMIC THEOLOGY AND PHILOSOPHY (USULUDDIN) | 2012
- ii. **4TH KAYAK COMPETION ECO CHALLENGE, GUA TEMPURUNG, GOPENG, PERAK | 2013**

WORK EXPERIENCE

- 1) **ISLAMIC CENTER UNIVERSITY SCIENCE MALAYSIA**
INTERSHIP/INDUSTRIAL TRAINING | AUGUST 2016 - DECEMBER 2016
 - Attend meetings to record minutes.
 - Answer phone calls and direct calls to appropriate parties or take messages.
 - Compile, transcribe, and distribute minutes of meetings.
- 2) **SWEE HIN CHAN**
CASHIER | APR 2015 - AUGUST 2015
 - Receive payment by cash, check, credit cards, vouchers, or automatic debits.
 - Establish or identify prices of goods, services or admission, and tabulate bills using calculator, cash registers, or optical price scanners.
 - Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- 3) **TASKA ANIS**
TEACHER | APR 2012 - AUGUST 2012
 - Guide or counsel students with adjustment problems, academic problems, or special academic interests.
 - Prepare reports on students and activities as required by administration.
- 4) **HARDWARE SHOP, SRI MANJUNG, PERAK**
SALESMAN | MEI 2010 – JUNE 2010
 - Check to ensure that appropriate change of goods were made to resolve customers' problems.
 - Recommend improvements in products, packaging, shipping, service, or billing methods and procedures to prevent future problems.

ACTIVITIES AND INVOLVEMENT.

Vice President Persatuan Kebajikan Islam Malaysia (PERKIM 2015, 2014.

- Managing and organized program in collaboration with public university : Program Kembara Ilmu
- Collaboration with Perkim : Eksplorasi Isu Penindasan Ummah 2016
- organized volunteer program for Kuala Terengganu community : Sehari Bersama Hospital Sultanah Nur Zahirah

Yayasan Dakwah Islam Malaysia as Exco External Relation, 2013 & Exco Dakwah And Tarbiah 2015, 2016.

- designed poster on dakwah quote every week
- organized program in university : Priority Of Aurat Street Dakwah
- Managed program and facilitated : Program Permantapan Jati Diri & Sahsiah Pelajar 2016

Treasurer Majlis Kolej Kediaman Universiti Sultan Zainal Abidin, 2016

- Handled and managed finance club
- Organized & managed program with university communities : Worker Day, Kursus Perkahwinan

Residential College Council (2016)

Community Service Program in Atjeh Loen Sayang Mission

- Raised fund for orphan house
- Aceh outreach –a programme with Aceh orphans
- Conduct research on culture and tsunami that affected the community

Kelab Remaja Islam Malaysia (KRIM) (2014,2015)

Relief volunteer Wakaf Tembesu, Terengganu

- Gotong royong at village, cemetery

Persatuan Kebajikan Islam Malaysia (PERKIM) (2015)

Relief volunteer in Kuala Krai Kelantan

- Raised fund and packed food boxes to be distributed

Pertubuhan Gabungan Bantuan Bencana NGO Malaysia (BBNGO) i-Bantu Pertubuhan IKRAM Malaysia (IKRAM) (2015)

Relief volunteer in Kelantan

- Raise fund, buy and distributed basic needs
- Clean their house

Kembara Amal Berbasikal organize by Yayasan Dakwah Islam Malaysia (2016)

Community Service Program in Terengganu area

- Cycled with communities
- Clean musola village

SKILL

- Proficient with MS Word, Excel, and PowerPoint - advance
- Experienced graphic artist well versed with Adobe Photoshop and Adobe Illustrator

LANGUAGE PROFICIENCY

Bahasa Malaysia
English
Arabic

Spoken
Excellent
fair
fair

Written
Excellent
fair
fair

REFERENCES

Name : Encik Zayd Bin Zhari
Telephone No : 04-6533092
Email : Zayd_zhari@usm.my
Position : Islamic Affairs Officer
Company : Islamic Centre, Universiti Sains
Malaysia.

Name : Mohamad Hafis Bin Amat Simin
Telephone No : 019-3043998
Email : mohamadhafis@unisza.com
Position : Lecturer
Company : University Sultan Zainal Abidin
(UNISZA).