



Farah Syamimi Muhammad Jamal

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Campus Address

Faculty Of Cognitive Sciences and
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Universiti Malaysia Sarawak
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94300 Kota Samarahan

Permanent Address

Lot 413, Taman Sri Rembau
71300 Rembau
Negeri Sembilan Darul Khusus

Objective

- Aiming for a challenging Human Resource Assignment with a leading organization to focus on my abilities to work towards achievement of the company's goal and also to strengthen my skills and learning.

Education

- Bachelor of Sciences (Hons) in Human Resource Development Universiti Malaysia Sarawak, Sarawak, CGPA 3.17/4.00.
- The Diploma of Business Study in E-Commerce, May 2012, Polytechnic Nilai, Negeri Sembilan, CGPA 3.10/4.00.
- *Sijil Peperiksaan Malaysia (SPM)*, 2008, *Sekolah Menengah Teknik Kuala Klawang*.

Core Courses

- Human Resource Development
- Cognitive Psychology
- Personality Development
- Cognitive Neuroscience
- Organizational Development & Change
- Organizational and Human Behavior
- Research Methodology
- Human Resource Information Systems
- Industrial Relation
- Organizational Learning
- Career Development in Organization
- Work-Life Balance
- Strategic Human Resource Development
- Compensation and Benefits
- Human Resource Planning, Recruitment & Selection
- Occupational Safety and Health
- Employment Law

Working Experience

- i. Enumerator at RISDA, Rembau Negeri Sembilan, June 2013 – July 2013.
 - Interview the residence.
 - Correct any discrepancies they encounter in existing census data.
 - Contact people through telephone, email and in person to obtain pertinent data.
- ii. Graphic Designer (Internship), Cahaya Seni Enterprise Negeri Sembilan, November 2010 – April 2011.
 - Design the banner and signboard.
 - Make an invoice to a customer.
- iii. Protocol Assistant Officer (Internship), Unit Pengurusan Majlis Rasmi dan Protokol, Pejabat Setiausaha Kerajaan Negeri Sembilan, July 2016 - September 2016.
 - Make an invitation card and distribute it to guests.
 - Seating plan by tagging the chair and table.
 - Escorting guests to their seat.

Skills

- Speaking and writing : English and Bahasa Malaysia.
- Interpersonal and intrapersonal skills : Work as a team with multi-racial people.
- Persuasive skills : Give consultation to other people.

Computer Skills

- Microsoft Office – Microsoft Word, Excel, Access, and Power Point
- Adobe – Adobe Photoshop, Adobe Dreamweaver, and Adobe InDesign.

Activities and Achievement

- Volunteer of Finishing School program, 2015 at UNIMAS.
- Participate Rowing club as a Ko-Q activities, 2014 at UNIMAS.
- Join the Etiquette of Internet User Seminar, 2012 at Polytechnic.
- Committee of Social Media Marketing Entrepreneur Development Program, 2012 at Polytechnic.
- Join the Shopping Cart course, 2011 at Polytechnic.
- Join the PHP and MySQL course, 2011 at Polytechnic.
- Join the Professional of Web Development JOOMLA! 1.5 course, 2011 at Polytechnic.
- Search Engine Optimization course, 2011 at Polytechnic.

References

<p>Cik Wan Sofiah Meor Osman</p> <p>Faculty Of Cognitive Sciences and Human Development Universiti Malaysia Sarawak Jalan Datuk Musa 94300 Kota Semarakan +608 2584 237 mowsofiah@unimas.my</p>	<p>Puan Salmah Mohamad Yusoff</p> <p>Faculty Of Cognitive Sciences and Human Development Universiti Malaysia Sarawak Jalan Datuk Musa 94300 Kota Semarakan +08 2581 554 mysalmah@unimas.my</p>	<p>Azalinda Bt Mat Saad</p> <p>Department of Commerce Polytechnic Nilai Kompleks Pendidikan Nilai 71760 Bandar Enstek,Negeri Sembilan +06 7980 458 azalinda_matsaad@polinilai.edu.my</p>
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