

NURHANA HAFIZAH BINTI AMINUL HAPIZ

[NRIC: 920920-02-5094]

CAREER OBJECTIVE

To obtain a challenging and responsible position where I can contribute the best of my skill and effort for the growth of the company, gain new experience and grow professionally.

PERSONAL FEATURES

My friend and ex colleagues describe me as a diligent, hardworking, friendly and caring person. Able to interact and work well with people at all levels. I am meticulous in doing things and able to work in teams as well as individually and willing to learn.

EDUCATION

2010-2011 Sijil Tinggi Pelajaran Malaysia (STPM)

Sekolah Menengah Kebangsaan Baling, Kedah

CGPA: 3.17

Malaysian University English Test (MUET)

Band 3

2008-2009 Sijil Pelajaran Malaysia (SPM)

Sekolah Menengah Kebangsaan Trolak, Sungkai Perak

Result: 3A's 3B's 2C's 2E's

2005-2007 Penilaian Menengah Rendah (PMR)

Sekolah Menengah Kebangsaan Trolak, Sungkai, Perak.

Result: 5A's, 2B's, 1c



Part Timer :	2006-2009	<ul style="list-style-type: none">Assistant Cooperative School (SMK TROLAK) Cashier.<ul style="list-style-type: none">-Receive payment, update the stock.- Make sure the cleanliness of COOP.
	2009	<ul style="list-style-type: none">Part time roadshow Permata Hijrah.<ul style="list-style-type: none">-Product promoter.- Explain to customer about the Permata Hijrah product.
	19 October 2016-now	<ul style="list-style-type: none">Kaysidar Enterprise-Diniey Signature brand<ul style="list-style-type: none">- Online Sales Executive.- Admin- Closing sales- Keeping and managing data
Internship:	22 February 2016 - 12 June 2016	<ul style="list-style-type: none">Jabatan Kastam Diraja Malaysia Pulau Pinang (JKDM Penang)<ul style="list-style-type: none">- Perolehan Department- Helping formulate, update orders and circulars relating to human resources, administrative, services and financial affairs.- Learn the process of approving sticker example alcohol



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20 September 1992

HIGHEST QUALIFICATION

Bachelor of Business Administrations (Logistics and Transport) (Hons) at University Utara Malaysia (UUM) with CGPA 3.43

Professional Qualifying Examination (PQE) Logistics and Transport (2015) (Double Degree from CILT)

COMPUTER SKILLS

- Microsoft Offices (Word, Excel, PowerPoint)
- SPSS

LANGUAGE

Able to speak, read and write well in Bahasa Melayu and intermediate in English Language.

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HONOURS/ AWARDS

- Member of the Chartered Institute of Logistics and Transport (MILT) 2015
- Kursus Ejen Kastam Eksekutif certificate.
- Awarded Dean List Award on semester 4, 5 and 7 during Bachelor of Logistics and Transportation.
- LCCI Level 2 Certificate in Book-keeping and Account (2009)
- Best student in English for Science and Technology, SMK Trolak. (2008)



COURSES/SEMINARS/WORKSHOP ATTENDED

- Bengkel sistem pengurusan alam sekitar berdasarkan MS ISO 14001 dan system pengurusan keselamatan dan kesihatan pekerjaan berdasarkan MS 1722 serta OHSAS 18001. (2015)
- Resume, interview and grooming skills workshop. (2015)
- Kursus protocol dan etika social, Universiti Utara Malaysia. (2015)
- Seminar of Penang Free Port: A reality or myth. (2013)
- Bengkel Graduate Employability Enhancement (GEE), Universiti Utara Malaysia. (2013)



ACTIVITIES/SOCIETIES

- Poster presenter, Penang Regional Conference, Universiti Utara Malaysia, 2015.
- Participant, Talk: "Maritime Supply Chain: Hinterland Connection of Seaports in Malaysia", Logtrans Club, Universiti Utara Malaysia, 2015.
- Participant, Talk: "The Fast Track Insight from KTMB", Logtrans Club, Universiti Utara Malaysia, 2015.
- Activity committee, Bakti Siswa: From UUM with love, Kolej Kediaman YAB, Universiti Utara Malaysia, 2015
- Bureau Academic, Karnival Kerjaya dan Keusahawanan, CDC Peer, Universiti Utara Malaysia, 2014.
- Participant, Talk: Knowing your career: Logistics and transport industry, Universiti Utara Malaysia, 2014.
- Secretary, Kelab Kembara IV (A), Universiti Utara Malaysia, 2014.
- Participant, Graduate Character Building (GCB), Universiti Utara Malaysia, 2013
- Participant, Muslim 24 hours: Business is sunnah. 2013
- Library prefect in SMK Baling. 2011
- Vice Chairman, Kelab Pengajian Perniagaan. 2011.
- School Prefect, SMK Trolak. 2009.
- Vice Chairman, Kelab Koperasi, SMK Trolak. 2009.
- Chairman, Kelab Petanque, SMK Trolak. 2009.
- Program "Larian Kemanusiaan Palestin" organized by Pejabat Belia & Sukan Daerah Batang Padang & Pejabat Belia dan sukan Daerah Slim River at Felda Trolak Selatan, Sungkai. 2009.



REFERENCES

UUM Lecturer

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Coordinator practicum

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