



ANIS NUR ATIQA BINTI JANA

Bachelor of Administrative Science

PERSONAL INFORMATION

STATUS : SINGLE

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SOFT SKILLS

LEADER SKILL



TIME MANAGEMENT SKILL



PROBLEM SOLVING SKILL



COMMUNICATION SKILL



CRITICAL THINKING SKILL



MALAY ★★★★★

ENGLISH ★★★★★

SOFTWARE SKILLS

M. OFFICE ★★★★★

M. WORDS ★★★★★

P. POINT ★★★★★

M. EXCEL ★★★★★

CO-CURRICULAR INVOLVEMENT

UNIVERSITY

- Breast and Cervical Cancer Awareness Campaign, Amanjaya Mall
- Kursus Jatidiri, Prinsip & Amalan Operasi, Uitm Kedah
- Young Biz Revolution 1.0 Colloquium 2016
- Festival Sukan Bola Jaring Ijazah Sarjana Muda
- Guest Lecture Project Management: Aspiring Future World Class Project Management Leaders
- Industrial Guest Speaker on Strategic Planning

FINAL YEAR PROJECT

THE IMPACT OF SOCIAL MEDIA TOWARDS STUDENTS ACADEMIC PERFORMANCE IN UiTM KEDAH

Supervisor : Dr.Zaherawati Binti Zakaria

EXPERIENCES

- PRACTICAL TRAINING (July - Sept 2017)
Majlis Bandaraya Alor Setar : Human Resource Department
- Qaseh Marsha Ent

EDUCATION

UNIVERSITY OF MARA TECHNOLOGY (UiTM KEDAH) : BACHELOR OF ADMINISTRATIVE SCIENCE (2016- 2018)

CGPA: 3.21

UNIVERSITY OF MARA TECHNOLOGY (UiTM KEDAH) : DIPLOMA IN PUBLIC ADMINISTRATION (2013-2016)

CGPA: 3.29

SEKOLAH MENENGAH KEBANGSAAN TENGKU LAKSAMANA (SMKTL) (2008-2012)

Qualification: Malaysia Certificate of Education (SPM)

Grade: 5A, 4B, 1C

REFERENCES

Ms. Norlailahusna Binti Yusof
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