



**NURHAZWANI
BINTI ABDUL ABAS**
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HOME : 04-4703463

 Nationality : Malaysian
Religion : Islam
Race : Malay
Marital Status : Single
Driving Licences : B2 & D

CAREER OBJECTIVES

Seeking a challenging position in the area of management or administrative, that enables self-development while sharing experience and knowledge with others

LANGUAGES

Malay	English
Oral : Fluent	Oral : Moderate
Writing : Good	Writing : Moderate

SOFT SKILLS

Teamwork | Passion | Motivated |
Good Communication | Integrity |
Independent | Outgoing

COMPUTER SKILLS

Microsoft Office | Internet Tools |
Blogging | Multimedia

AWARDS & ACHIEVEMENTS

Dean Award University (2009, 2008)
Dean Award College (2006, 2005)



EXPERIENCES

COMPUTER TECHNICIAN FT17 2015 & 2016

MINISTRY OF EDUCATION
Pekerja Sambilan Harian (PSH) NBOS
2016 – Pusat Kegiatan Guru, Baling, Kedah
2015 – Sekolah Kebangsaan Pulaui, Baling, Kedah

ADMIN CLERK 2014

SHIJIRU SDN. BHD.
No. 9 & 10, Kawasan Perusahaan Sungai Petani,
Jalan PKNK 3/7, 08000 Sungai Petani, Kedah

ADMIN ASSISTANT 2012 - 2013

UNIUTAMA PROPERTY SDN. BHD.
Universiti Utara Malaysia,
06010 UUM Sintok, Kedah



EDUCATIONS BACKGROUND

DEGREE 2007 - 2010

UNIVERSITI UTARA MALAYSIA, SINTOK, KEDAH
Bachelor of Technology Management (Hons)

DIPLOMA 2004 - 2006

MULTIMEDIA COLLEGE, TAIPING, PERAK
Diploma in Multimedia Technology

SECONDARY 1999 - 2003

SMK Baling, KEDAH
PMR (2001) & SPM (2003)

PRIMARY 1993 - 1998

SK TUNKU PUTERA, Baling, KEDAH
UPSR (1998)



EXTRA-CURRICULAR ACTIVITIES

UNIVERSITY

- Public Defence UUM
- Attended JOOMLA
- Kursus Biro Tata Negara
- Kursus Tatatertib Majlis
- Joined Study Visit to Hume Industries, Penang
- Inter Block Netball Player
- Canoe Club

COLLEGE

- Vice President in Sport Bureau (2004-2006)
- Involved in "Sehari Bersama Adik" Programme (2005)
- Committee Members of College Orientation Day (2004)

SCHOOL

- Secretary of Girl Guide Uniform
- Committee Members of Kelab Kembara
- Participated in Perbarisan Tabik Hormat

OTHERS

- Committee Members of Youth Community Programme in Hulu Bernam, Selangor (2006)
- Water Rafting at Sungai Kampar, Perak (2011)
- Joined Outward Bound at Lumut, Perak (2011)



REFERENCES

EN. SHAHARUDIN BIN MOHD SHAH

Pegawai Pendidikan Teknologi
Pusat Kegiatan Guru (PKG) Baling,
d/a SK Tunku Putera,
09100 Baling, Kedah.
Tel : 04-4701891
Email : pkg_baling@moe.gov.my

SHIJIRU SDN. BHD.

No. 9 & 10,
Kawasan Perusahaan Sungai Petani,
Jalan PKNK 3/7,
08000 Sungai Petani, Kedah.
Tel : 04-4404406
Email : ssb_ad@yahoo.com



JOB DESCRIPTIONS

Ministry Of Education

Jan 2015 – Sept 2016

- Position : Computer Technician FT17 (PSH NBOS)
Industry : Government Education
Job Responsibility : 1) Assist to Guru ICT/Data
2) Responsible for the management of ICT in schools mainly at computer lab
3) Ensure that adequate IT infrastructure is in place and is used to its maximum capabilities.
4) Provide technical assistance and resolution as necessary
5) Maintain and repair technological equipment
6) Install software and device drivers on standalone computers
7) Maintain documentation of technical maintenance procedures carried out
8) Assist teachers and students during lessons class

Shijiru Sdn. Bhd.

Jan - July 2014

- Position : Admin Clerk
Industry : Sub Contractor and Building, Material Manufacturing
Job Responsibility : 1) Customer Service and Receptionist (greeting visitors, answering telephone and scheduling appointments)
2) Processing and sorting out incoming/outgoing faxes and email
3) To handle routine admin task
4) Ensure proper maintenance of records, documents and filing
5) Providing support services to office personnel in all Departments (Accounts, Sales & Purchasing, Project, Stock, HR Foreigner Worker, Wages)
6) Assist HR department (processing and updating leave record, staff welfare)
7) Monitors company vehicles (to handle repairs, checking summons and renew roadtax and insurance)
8) Prepare utilities billing
9) CIDB Process (handle renewal process or apply new application for green card)
10) Other add hoc related to administration/management

Uniutama Property Sdn. Bhd. (UPSB)

(subsidiaries of Universiti Utara Malaysia (UUM), Sintok)

Sept 2012 – Feb 2013

- Position : Admin Assistant & Technical
Industry : Property/Maintenance
Job Responsibility : As a Telephonist under Jabatan Pembangunan dan Penyelenggaraan UUM
1) Answering all incoming call to Head Office regarding reports on UUM facilities and informed to the right technician for taking an action
2) General reception duties including meeting & greeting, and maintaining the visitors log