

NORZAINA BINTI JAINAL

Email : zaina92.nj@gmail.com

Phone : 0163866282

Address : Lot 15, Tkt 3, Blok F, PPR Taman Murni, Batu 7, 90000, Sandakan, Sabah

Age: 25 Years old



OBJECTIVE:

To seek a successful career in a challenging work environment for professional growth and self-development

AREA OF COMPETENCE:

- Administration
- Human Resource

SKILLS:

- Strong analytical and interpretation skills
- Excellent communication and interpersonal skills
- Detail oriented
- Possesses a good working knowledge of the main computer programs including Excel, Words, PowerPoint and fluent with the internet/e-mail

WORK EXPERIENCE:

Company : Skyway Cargo (Sandakan) Sdn Bhd

Position Held : Air Freight Clerk

Duration : January – August 2012

RESPONSIBILITIES:

- Arrange the schedule for customers goods shipment (cargo flight)
- Book flight (cargo) for customers goods shipment (Domestic & International)
- Preparing billing invoice
- Preparing terminal charges report
- Preparing sales report

ACHIEVEMENTS:

- Class Representative for Semester 6 AM2286A3 - UiTM Sabah
- Vice President of Badan Peer Kaunselor (PEERs) UiTM Sabah
- Anugerah 3.00 Ke Atas Ijazah Sarjana Muda Sains Pentadbiran
- Participate in various university activities
- Anugerah Pelajar Cemerlang STPM 2011

LANGUAGES

Malay

English

ACADEMIC PROFILE:

2007

Sekolah Menengah Kebangsaan Elopura 2, Sandakan Sabah
Penilaian Menengah Rendah (PMR)

4A 3B 1C

2009

Sekolah Menengah Kebangsaan Elopura 2, Sandakan Sabah
Sijil Pelajaran Malaysia (SPM)

2A 1A- 2B 1C+ 2C

2011

Sekolah Menengah Kebangsaan Elopura 2, Sandakan Sabah
Sijil Tinggi Pelajaran Malaysia (STPM)

1A- 3B-

2012-2016

Universiti Teknologi Mara (UiTM) Sabah
Bachelor of Administrative Science (Honours)

CGPA : 3.26

INTERNSHIP DETAILS:

Jabatan Perhutanan Sabah (Sandakan)

Intern – Personnel Management Services

Understanding the system and the important of personnel management services towards the civil servant in public sector

January 2015 through February 2015

Responsibilities:

- Assist in preparing book record of services
- Recorded and updating the outstanding minute paper
- Execute the public administration task in making flow chart of work processes and the procedure
- Facilitate in arranging file and document

REFERENCES:

Dr Zuraida Zaaba

Coordinator of Faculty Administrative Science & Policy Studies, Universiti Teknologi Mara (UiTM)
Sabah, 0168136966

Nor Hayat Zakaria

Ketua Unit Kerjaya dan Kaunseling Bahagian Hal Ehwal Pelajar, Universiti Teknologi Mara (UiTM)
Sabah, 0198127955

EXPECTED SALARY:

- My salary requirement is negotiable based upon the job responsibilities and the total compensation package

AVAILABILITY:

- Immediate