

**NURUL HIDAYAH BINTI MOHD HATTA**

No.48, Lorong Balok Makmur 17,  
Taman Balok Makmur,  
26100 Kuantan,  
Pahang Darul Makmur.

E-mail : dayah393@yahoo.com  
No. Tel : 013-3572903

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**CAREER OBJECTIVE**

- Seeking a job in human resources or administration departments or other relevant position based on my qualification. To obtain an opportunity to improve my skills and gain new knowledge and experience.

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**PERSONAL PARTICULAR**

<b>Date of Birth :</b>	September 3, 1993	<b>Age :</b>	24 years
<b>Gender :</b>	Female	<b>Nationality :</b>	Malaysia
<b>Marital Status:</b>	Single	<b>Religions :</b>	Islam
<b>IC Number :</b>	930903-06-5632	<b>Race :</b>	Malay

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**EDUCATION BACKGROUND****University Tenaga Nasional (UNITEN)**

**Program :** B.B.A(Hons.) in Human Resources Management  
**Year :** September 2013 - December 2016  
**Achievement :** CGPA = 3.51

**Sekolah Menengah Kebangsaan Air Putih**

**Program :** Sijil Tinggi Pelajaran Malaysia (STPM)  
**Year :** 2011 - 2012  
**Achievement :** 2.42 (1B, 1B-, 1C+, 1C-)

**Sekolah Menengah Kebangsaan Air Putih**

**Program :** Sijil Pelajaran Malaysia (SPM)  
**Year :** 2006 – 2010  
**Achievement :** 2A,2B,3C,2D

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**WORK EXPERIENCES**

- 1) Firm :** RP Chemical Malaysia Sdn.Bhd  
**Position :** Practical Trainee (Human Resources Department)  
**Period :** October 2016 – December 2016  
**Job Description :**
  - Analyse time attendance of employee in web matrix RPCM
  - Handle interview process
  - Update plant training matrix- once employee attend training
  - Organize training including send training notification etc
  - Handle for new employee and trainee
  - Prepare form for ordering food and beverage for training participant

## 2) Part Time

- Secret Recipe (June 2013 – September 2013)
- Tuition Center, Kuantan (February 2013 – April 2013)

## **SKILL SETS**

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**Microsoft Office** : **Word** : Excellent  
(Excellent/Medium/Beginning) **Excel** : Medium  
**Power Point** : Medium

**Software** : **SPSS** : Beginning  
(Excellent/Medium/Beginning)

**Communication Skills** : **Malay** : Excellent speaking and writing  
(Excellent/Good/Fair/Poor) **English** : Fair speaking and writing

## **ACHIEVEMENTS**

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- Dean List, Semester 1 Academic Year 2015/2016
- Dean List, Semester 2 Academic Year 2014/2015
- Dean List, Semester 1 Academic Year 2014/2015
- Dean List, Semester 2 Academic Year 2013/2014

## **EXTRA-CURRICULAR ACTIVITIES**

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- Involved in charity program Islamic Relief Malaysia (IRM), 2016
- Involved in Tournament Bowling under Bowling Club Uniten, 2016
- Involved in program Neon Run Uniten, 2015
- Involved in campaign CAMPFIRE under Pembimbing Rakan Sebaya (PRS), 2015
- Participated in Program International Business Symposium under International Business student, 2013
- Facilitator for Program Pembimbing Rakan Sebaya (PRS) for subject Economy, 2012
- AJK, Editorship of the school magazine 2012
- Involved in Program Jatidiri Kesukarelaan National (PJKN) in State level, series 2/2011

## **REFERENCE**

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### **ZULIAWATI BINTI MOHAMED SAAD (SUPERVISOR FYP)**

**Lecture** : Department of Management and Human Resources,  
Universiti Tenaga Nasional,  
Sultan Haji Ahmad Shah Campus,  
Muadzam Shah, Pahang.

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