



Nur Farahani Binti Sapuani  
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I believe myself as a reliable person with full responsibilities, friendly, independent, quick learner, dynamic, challenging, consistent, self-motivation and open minded (which can accept any advice or comment) to improve myself and organization

### **PROFESSIONAL OBJECTIVE**

To use my skills and education to contribute towards developing and expanding organizational opportunities, chance to a management role in the future.

### **WORKING EXPERIENCES**

**3 MAY 2016 – 2 NOV 2017**

**ASSISTANT IT EXECUTIVE, SARAWAK ENERGY BERHAD**

- Keep inventory and order tools for office functionality
- Handling the administrative work as a project support. Circulate meeting invitation, room booking and record the attendees attendances for Enterprise Asset Management session
- Assist project manager with planning and execution of Enterprise Asset Management schedule
- Manage records of financial food expenses dues.
- Maintain record keeping, classification and file labelling.
- Create and maintain record inventory of personal computer and tablets for record keeping purpose
- Assist Consultant to schedule a meeting/ discussion with users.
- Assist user to communicate with consultant.

**3 AUGUST 2015 – 31 DECEMBER 2015**

**PRACTICAL TRAINEE, PROTON EDAR SDN BHD**

- Handling filing classification of staff records. Label all the file according to their staff ID
- Making a file classification of Proton Edar based on their branches records
- Create file labelling for security classification of Human Resources records.
- Schedule an interview session, email and assist interviewee to fill in the form and requirement that need to fill in.

**3 APRIL 2013 – 3 JUNE 2013**

**GURU KAFA, ST. JOSEPH MIRI SARAWAK**

- Teach additional Pendidikan Islam Subject. Cover 3 syllabuses which has been fix by JAIS Miri Sarawak. There are 3 syllabuses to cover which are Al-Quran, Adab & Akhlak and Jawi writing.

**20 DECEMBER 2009 – 20 MARCH 2009**

**SALES GIRLS, BOULEVARD MIRI SARAWAK**

- Sales girls at clothing section.

## EDUCATION

### **BACHELOR OF INFORMATION SCIENCE (HONS) RECORDS MANAGEMENT/ 2016**

CGPA : 3.17

Field of Study : Information Management

Major : Records Management

Description : I have knowledge and understanding of records and archive management development records center of archive design concepts, theory and methods, which development through formal university studies and practical experience. I am very familiar with records management practices and administrative work which adapted with Information System Management

### **DIPLOMA INFORMATION MANAGEMENT/ 2013**

CGPA : 3.30

Field of Study : Information Studies

Major : Information Management

Description : 2 years and a half in Information Management. Concern fundamental concept of information management field as a whole and much more focus on Library Management System

### **SIJIL PELAJARAN MALAYSIA (SPM)**

Field of Study : Science Stream

School : SMK Riam, Miri, Sarawak

Results : 3 A, 1 B, 2C, 2 D, 2 E

## **COURSE/ WORKSHOP/ SEMINAR ATTENDED AT SARAWAK ENERGY BERHAD**

1. Effective Report Writing Skills, 2 days at 56 Hotel Kuching
2. SAP Material Management (MM) Procurement Workshop, 1 Day at Sarawak Energy Berhad
3. SAP Project system Training, 1 Day at Sarawak Energy Berhad
4. Customer Orientation Program for NE5/NE6, 2 Day at Waterfront Hotel Kuching

## **COMPUTER SKILLS**

<b>Computer Skills</b>	<b>Competency</b>
Microsoft Offices	Advance
Multimedia: Adobe Photoshop, Macromedia Flash, Illustrator	Intermediate
Window Movie Maker	Advance
Programming: HTML, Visual Basic	Intermediate
Database	Intermediate
Multimedia: Audacity, Adobe Macromedia MX	Intermediate
Digital Document Management System	Beginner

**LANGUAGES**

Language/ Competency	Spoken	Written
English	Good	Good
Bahasa Malaysia	Fluent	Fluent
Japanese	Fair	Fair

**SALARY EXPECTATION**

2500-2800

**REFERENCES**

Professor Madya Dr Hajah Aliza Bt Ismail  
Assoc. Professor,  
Universiti Teknologi MARA Kampus Puncak Perdana  
603-79622010

A'zuratul Nurin Binti Omar  
Executive,  
Human Resources Division, Proton Edar Sdn Bhd  
603-80269203

Colin Tan  
Senior IT Executive 1  
IT Planning & Project  
IT Services, Menara Sarawak Energy Berhad  
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