



Objective

I would like to polish my theoretical knowledge in administration by applying into the practical in your organization and I would like to improve my skill in administration for future development.

Language

Bahasa Melayu
Speaking Advance
Written Advance

English
Speaking Good
Written Good

References

Cik Noorlailahusna bt Mohd Yusuf
Coordinator Course
Faculty of Administrative
Science and Policy Studies,
Universiti Teknologi MARA
Kedah.
Tel: 04-456 2485
Fax: 04-456 2234
Email:
lailahusna@kedah.uitm.edu.my

En Zairuddin bin Mohd Yusof
Internship Host Supervisor
Jabatan Kehakiman Syariah
Negeri Kedah
Tel: 04-700 1980
Fax: 04-700 1989
Email:
syariah.negeri@kedah.gov.my

Academic Achievement

- 2015-2018 **Bachelor in Administrative Science**
Universiti Teknologi Mara Kedah (UiTM Kedah)
CGPA: 3.00
- 2013-2015 **Diploma in Public Administration**
Universiti Teknologi Mara Kedah (UiTM Kedah)
CGPA: 3.10
- 2008-2012 **Sijil Pelajaran Malaysia(Social Science)**
Sekolah Menengah Kebangsaan Mergong
3 A, 4A-, 1 B+ & 1C+

Working Experience

Internship in Jabatan Kehakiman Syariah Negeri Kedah (JKSNK)
(30th July 2017-14th September 2017)

Skill and Competencies

- Software Application Skills
- ✓ Microsoft Word
 - ✓ Microsoft Power Point
 - ✓ Microsoft Excel
 - ✓ PowToon
 - ✓ Movie Maker

Management & Other Skills

- ✓ Teamwork Skill
- ✓ Communication Skill
- ✓ Presentation Skill
- ✓ Time Management
- ✓ Clerical Skill

Co-Curriculum Activities

Participant
Academic Visit in Public Finance Subject at
Bank Negara Malaysia and Ministry of Rural
and Regional Development
25 & 26 May 2017

Multimedia Committee Member
Academic Visit to Alor Setar City Council
21 November 2016

Meal Committee Member
Academic Visit to Rumah Merdeka Tunku
Abdul Rahman Putra Al-Haj and Rumah
Kelahiran Tun Dr. Mahathir Mohamad
21 May 2016

Participant
Mini Student Entrepreneurship Training
Program
14 May 2016

Registration Committee Member
Young Biz Revolution 1.0 Colloquium 2016
30 April 2016

Participant
Young Biz Revolution 1.0 Colloquium 2016
30 April 2016