

## ACADEMIC QUALIFICATIONS

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2013 – 2017	<b>UNIVERSITI UTARA MALAYSIA BACHELOR OF INTERNATIONAL AFFAIRS MANAGEMENT (Hons)</b> CGPA 3.68
2011 – 2012	SEKOLAH MENENGAH KEBANGSAAN SULTANAH ASMA, ALOR SETAR, KEDAH SIJIL TINGGI PELAJARAN MALAYSIA (STPM) 1A, 2B, 1B- CGPA 3.17 MUET BAND 3
2006 – 2010	SEKOLAH MENENGAH KEBANGSAAN TUNKU SOFIAH, ALOR SETAR, KEDAH SIJIL PELAJARAN MALAYSIA (SPM) 1A, 2A-, 1B+, 2B, 3C+



**HELENA ROBERT A/P MAJILLA**

## PERSONAL PARTICULARS

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Age	: 24 years old as in 2017
IC Number	: 930816-02-5800
Gender	: Female
Nationality	: Malaysian

## ACHIEVEMENTS AND PARTICIPATIONS

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2016	<b>ENACTUS MALAYSIA NATIONAL CUP NATIONAL LEVEL, 1<sup>ST</sup> RUNNER UP</b>  <b>Top 65 out of 608 participants in X- Culture Global Collaboration Course NATIONAL LEVEL, PARTICIPATION</b>  <b>DEAN'S LIST (SEM 6, 2015/2016)</b>
2015	<b>ENACTUS MALAYSIA NATIONAL CUP NATIONAL LEVEL, 2<sup>ND</sup> RUNNER UP</b>  <b>DEAN'S LIST (SEM 4, 2014/15)</b>
2014	<b>ENACTUS MALAYSIA NATIONAL CUP NATIONAL LEVEL, CHAMPION</b>  <b>DEAN'S LIST (SEM 3, 2014/15)</b>
2013	<b>DEAN'S LIST (SEM 1 &amp; 2, 2013/14)</b>
2012	<b>BEST STUDENT IN STPM 2012</b>

## CONTACT

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NO 84, LORONG FAJAR 9,  
JALAN SULTANAH 05350  
ALOR SETAR, KEDAH



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## OBJECTIVE

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To grow along with the organization by utilizing my strengths this would help me to become a professional of excellent repute and effectively contributing towards the goal of the organization.

## INVOLVEMENTS

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2016	<b>VICE PRESIDENT OF FINANCE AND ADMINISTRATION</b> Enactus Universiti Utara Malaysia (UUM) 2015/2016
2015	<b>DIRECTOR OF FINANCE &amp; PROJECT EXECUTIVE OF Back2Bag</b> Enactus Universiti Utara Malaysia (UUM) 2014/2015  <b>EVENT COMMITTEE</b> SEHATI – MaGIC SE 2015  <b>PARTICIPANT</b> X-CULTURE GLOBAL COLLABORATION COURSE Universiti Utara Malaysia International Programme
2014	<b>PROJECT EXECUTIVE OF H.O.M.E</b> Enactus Universiti Utara Malaysia (UUM) 2013/2014
2011	<b>TREASURER</b> 1M – YEC Entrepreneurship Club
2010	<b>PRESIDENT</b> Taekwando & Tamil Association

## JOB EXPERIENCES

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2016	<b>INTERNSHIP</b> Passport & 1serve Division Jabatan Imigresen Malaysia Negeri Kedah Darulaman
2015	<b>LIAISON OFFICER</b> ASEAN REGIONAL FORUM DISASTER RELIEF EXERCISES (ARF DiREx) 2015
2011	<b>TUITION TEACHER</b> Part Time

## SOFTWARE SKILLS

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Proficient in:

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Google Drive

## LANGUAGE

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### ENGLISH

Spoken : Fluent  
Written : Excellent

### BAHASA MELAYU

Spoken : Fluent  
Written : Fair

### TAMIL

Spoken : Fluent  
Written : Excellent

### MANDARIN

Spoken : Beginner  
Written : Beginner

## STRENGTH

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- Able to plan, organize and prioritize work
- Excellent teamwork capabilities
- Flexible and positive thinking
- Able to make decisions and solve problems
- Good time management

## REFERENCE

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Pn. Mas Juliana Mukhtaruddin  
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School Of International Studies  
UUM College Of Law, Government and  
International Studies  
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