

## RABIATUL ADAWIYAH

+6013 826 7576

adawiyahdwork@gmail.com

No. 1144-D, Lucky Tower, Jalan Tanjung  
Batu, 97000, Bintulu, Sarawak.

## ABOUT ME

**Name:** Rabiatul Adawiyah Binti Dollah  
**Date of Birth:** 24<sup>th</sup> January 1994 (23 years old)  
**Nationality:** Malaysian  
**Occupation:** Degree Holder  
**CGPA:** 3.20

## EDUCATION

## 2015 – 2017

**Bachelor Degree of Mass Communication (Hons) in Interpersonal Communication**  
 Universiti Teknologi MARA (UiTM) Shah Alam

## 2012 – 2014

**Diploma in Communication and Media**  
 Universiti Teknologi MARA (UiTM) Lendu, Malacca

## 2014

**Malaysian University English Test (MUET)**  
 Total Score: 177  
 Band: 3

## PROFESSIONAL SKILLS



## PERSONAL SKILLS



## LANGUAGES



## OBJECTIVES

I am Rabiatul Adawiyah a University graduate seeking a position that will allow me to use my Bachelor of Mass Communication (Hons) major in Interpersonal Communication. I would like to be a part of a company where I could use and enhance my skills as well as gain experience for the future development of myself.

Job field(s) to be applied:

**Public Affairs; Admin Executive; Human Resource; Corporate Communications; Client Support Advisor; Information Executive; Communications Officer; Human Capital Executive**

Job position to be applied: **Any kind of position/job that is available and fits my qualification.**

## WORKING EXPERIENCES

## SALESGIRL &amp; CASHIER

(3 weeks / School break)

## PORSCH FASHION &amp; GENERAL TRADING

Greeted customers and assisted them in locating their choice of product. Also, provided insight into the workings / use of each product.

Assisted customers in selecting the right product by providing them pricing and expiry date information.

## CASHIER

(3 months / 1<sup>st</sup> September 2011 – 1<sup>st</sup> December 2011)

## U2 COMPUTER

Responsible for taking money in the form of cash, check, or credit card from patrons in exchange for food or services. Scans items, provides change, balances drawer, and processes card transactions.

## CLERK

(1 month / Semester Break)

## GLOBAL INTEGRATED OILFIELD SERVICES SDN. BHD

Created design theme and graphics for marketing and sales presentations, training videos and corporate websites. Collaborated with creative team to design and produce computer-generated artwork for marketing and promotional materials.

## BARISTA

(5 months – 2015)

## BERJAYA STARBUCKS COFFEE SDN BHD

Promotes coffee consumption by educating customers; selling coffee and coffee grinding and brewing equipment, accessories, and supplies; preparing and serving a variety of coffee drinks, along with pastries and cookies.

## INDUSTRIAL TRAINING EXPERIENCE

## TRAINEE

Public Affairs Department  
 (4 months / 11<sup>th</sup> Sept 22<sup>nd</sup> Dec 2017)

## MALAYSIA LNG SDN. BHD

Work closely with other departments within the company to solicit necessary information to update corporate shows, briefing materials and information leaflets. Also, participate in various award competitions to highlight Company's achievements in all aspects, eg. Safety, HRM, Management and Plant operations. Participate in significant projects related to Health, Safety and Environment (HSE) matters. Support community projects for the needy. Assist and support other departments in the company in organising relevant Company's functions, eg. Annual Dinner, MLNG/BLNG Games Carnival, PETRONAS Games, etc, emphasising on quality outputs, team-building programme for MC Team, and corporate visits.

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## AWARDS AND ACCOMPLISHMENT



## CERTIFICATES OF COMMENDATION

2013 - 2014	Tun Ali's Halls of Residence (Jawatankuasa Perwakilan Kolej; JPK) – As a Treasurer
2012 - 2013	Members of The Cultural Club (Semara-Singing/Vocal Club)
	Leader of Tun Ali's Band (Alian's)
	Represented the College Tun Ali's in Badminton, Volleyball and Futsal
	Bureau Chief of Discipline for "Pemimpin Minggu Destini Siswa".
2016	Bureau Chief of Gift and Decoration (Class Event)

## ACADEMIC ACHIEVEMENT AWARDS (DEAN'S AWARD)

- Diploma : 1 times (1 semester)

## SKILLS



## ADMINISTRATIVE SKILLS

- Organization and basic legal skills
- Experienced in general office procedure
- The ability to handle numerical data
- Formatting and managing documents
- Dealing with public administration issues
- Archiving & records management

## SOFT SKILLS

- Able to communicate effectively with work colleagues at all levels
- Communication – both written and verbal
- Dealing, negotiation, presentation skills
- Experienced in use of all office equipment

## REFERENCES



## Mr. Dzulkarnain Bin Mazlan

Senior Lecturer UiTM Shah Alam  
AdvisorTel: 019 - 2028674 (H/P) / 03 - 55211743  
(Office)

Email: dzul0103@salam.uitm.edu.my

## Matthew Douglas

Store Managers  
Berjaya Starbucks Coffee  
Company Sdn. Bhd.

Tel: 016 - 5227401 / 011 - 25003702

## Ms. Norazibah Binti Rabu

Manager Public Affairs Department  
Supervisor during Industrial Practical Training  
Malaysia LNG Sdn. Bhd.

Tel: 019 – 8552272

## SOCIAL MEDIA

Twitter:  
adawiyahhdFacebook:  
R'Adawiyah