



SHARIFAH MASTURA

Resume (Administration)



Availability

Anytime



Phone

+6012-8721906



Email

mas2ra_9494@yahoo.com



Address

NO 3B, Lorong 11, Jalan Bandong,
Sibu Sarawak



INTERNSHIP EXPERIENCE



July - Sep

2016

Public Administrations

Administration Unit/ Office Management

Public Administration is the implementation of government policy and also an academic discipline that studies this implementation and prepares civil servants for working in the public service.

I have received experienced during my time in Islamic Religious Office, PAIB Kuching for 3 month, the training I have accomplish were, managed a program for example RPPA, and AMNM Program, act as facilitators, graphic designs, worked at the counter service and many others Office Managements tasks management.



PROFESSIONAL SKILLS

Average Good Skilled

Graphic Design



Photoshop



CSS/HTML



iSkySoft Video Editor



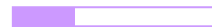
Office



Windows



Mac



EDUCATION



2011

RESULT: 4A, 3B, 3C, 1D

SPM

SMK Agama Sibu



2015

CGPA : 3.08

Diploma Public Administration

University Technology Mara (UiTM)



2017

CGPA : 3.53

Administration Bachelor of Science
(Honours)

University Technology Mara (UiTM)



PERSONAL SKILLS

Average Good Skilled

Social Commitment



Creativity



Organization



Communication



Team Player



LANGUAGE

Average Good Skilled

B. Malaysia



B. Inggris



B. Arab



ACHIEVEMENT



Best VIVA Presenter

Research Project

Public Admin (Honor) / 2016



2nd Place

State Level

Majlis Ihtifal Pendidikan Agama KPM
Awards / 2011



INTEREST



Writing



Computer



Cycling



Photography



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REFERENCE

○ SENIOR LECTURER UNIVERSITY TECNOLOGY MARA (UiTM)

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Kota Samarahan, Sarawak.



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○ LECTURER UNIVERSITY TECNOLOGY MARA (UiTM)

ARENAWATI SEHAT BINTI HAJI OMAR

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Kota Samarahan, Sarawak.



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082678490

○ LECTURER UNIVERSITY TECNOLOGY MARA (UiTM)

ZALINA BINTI MOHD. DESA

Lecturer,
Kota Samarahan, Sarawak.



0194991835



Zalina@sarawak.uitm.edu.my

○ ISLAMIC RELIGIOUS OFFICE, KUCHING

USTAZ HAJI RAMZEN BIN HAJI AMBI

Pegawai Hal Ehwal Islam
Kuching, Sarawak.



019-826 8671





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NO 3B, Lorong 11, Jalan
Bandong, Sibu Sarawak

Dear HR Manager,

This letter is to express my interest in your posting on your ads **WALK IN INTERVIEW** for a vacancy at **Kingwood Hotel, Sibu**. With a Diploma's in Public Administration, Bachelor's degree in Administrative Science (Honor), and hands-on experience using The Administration Unit and people management, I am confident I will be an asset to your organization.

I enjoy being challenged and working on projects that require me to work outside my comfort and knowledge set, as continuing to learn new languages and development techniques are important to me and the success of your organization.

Your listed requirements closely match my background and skills. A few I would like to highlight that would enable me to contribute to your bottom line are:

- Highly skilled in managing, motivating, facilitating and communication
- Thorough understanding of people and attitude
- Knowledgeable of standard practices
- Working at the Counter Service Unit

I've attached a copy of my resume that details my projects and experience in software development. I can be reached anytime via my cell phone, **+6012-8721906** or via email at **mas2ra_9494@yahoo.com**.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

Sharifah Mastura

Administration.