

RESUME



NOOR FARAHEIN BINTI ZULKAFLI

NO. A-1-16, BLK A
R/PANGSA RAMPAI IDAMAN
NO. 2 JLN PJU 10/9
PJU 10 PRIMA DAMANSARA
PETALING JAYA

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Objective: Seeking for an entry level position in Human Resources where I can utilize my skills and gain further experience while enhancing company's productivity and reputation.

PERSONAL PARTICULARS

I/C no.	:	930702-01-6762 (Blue)
Age	:	25
Place of birth	:	Batu Pahat, Johor, Malaysia
Date of birth	:	02-07-1993
Gender	:	Female
Marital status	:	Single
Nationality	:	Malaysian
Race	:	Malay
Driving license	:	D

EDUCATIONAL BACKGROUND

Degree (2012)	:	Bachelor Science of Human Resources Development, University Putra Malaysia (UPM) Current: CPA 3.916 CGPA 3.714
Matriculation (2011)	:	Accounting, College Matriculation Johor (KMJ) CGPA 3.72
Malaysia Certificate of Education (SPM) (2010)	:	SMK Penghulu Saat, Batu Pahat, Johor Grade: 1A 3A- 4B+ 1C

BACHELOR DEGREE COURSES DETAIL

Courses Name	Grade
Theories and Practices of Human Resources Development	B+
Theories and Practices of the Learning Organization	A-
Monitoring and Evaluation Training	A-
Training Design and Methodology	B+
Staff Supervision	A
Organizational Psychology	A
Principles of Environmental Health	A-
Principles of Educational Health	A
Occupational Health	A-
Community Resource Development	A
Statistics for Applied Sciences	B+
Adult Education Program Development	A
Statistical Analysis and Interpretation of Data	A-
Conflict Resolution	A

CO-CURRICULAR ACTIVITIES

- 2011** : Participant of Young Entrepreneurs Leaders of Professional Innovation Literacy, College Matriculation Johor
: Committee of Drama competition
- 2012** : Committee of *Program Klinik Protokol dan Etika Sosial*
- 2013** : Committee of Putra Canselor Carnival 2013: We Are Young!
: Participation of Intensive Courses MySukarelawan
: Participation of Sukan Malaysia XVI, Kuala Lumpur
- 2014/2015** : Exco *Kerohanian dan Kebajikan* of PESUMA Club, UPM

COMPUTER AND LANGUAGE SKILL

- Computer Literature** : Extensive experience with Microsoft Office (Word, Excel, Power point) and Microsoft Front Page 2003 (SPSS)

Languages –spoken : English, Bahasa Malaysia
written : English, Bahasa Malaysia

WORKING EXPERIENCE

January 2011 to April 2011 : Quality Control Operator at Nexus LED Sdn Bhd
- Document quantity, quality, type, weight, testing and value of materials or products, production records and files and trained to be multi-skilled

January 2015 to July 2016 : Assistant Human Resources Executive at Touch 'N Go Sdn Bhd
- Position as HR Intern

- Involved in the process of probationary and confirmation in employment, resignation (exit interview survey), disciplinary and misconduct, performance management system and processing invoice payment expenses

October 2016 to June 2017 : SL1M - MAYBANK
- Trainee Position at Cash Management Transaction Banking Department as a Documentation officer

- Involved in Documentation process for BB/SME clients' application with Maybank2E

- Ensure all mandatory documents and details completed before submit to Bank Back Office (setup team)

- Have to liaise with Relationship Manager and client to confirm all the details given are correct

- Involved in the Documentation Lapse Project. Work together with Special Project Team to design and maintain a proper filing system

January 2018 to Present : Part Time Tutor at *Kelas Tuisyen Cikgu Mariyam*
- Teaching Mathematics, Geography and History subject for Secondary Level (Form 2, 3 and 5)

REFERENCE

1. Mrs. Sow Yoke Mei

Team Lead

Admin & Documentation

GB-Transaction Banking

Malayan Banking Berhad

Phone: 012-2007366

2. Mr. Gan Ming Huat

Customer Care, GICS

Transaction Banking, Global Banking

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