



## **NIK FAIRUZ BINTI NIK OSMAN**

### **BACHELOR OF LAWS (LLB)**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**NO. 60, KAMPUNG PASIR HOR,  
15100 KOTA BHARU, KELANTAN**

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**013-3075901 / 011-39192637**

#### **CAREER OBJECTIVES**

To obtain a full time position in a company that offers a professional working environment and enable me as a fresh graduate to grow while meeting the goals of the corporation

#### **ACADEMIC QUALIFICATIONS**

##### **International Islamic University Malaysia**

Bachelor of Laws

CGPA : 3.097

##### **Centre for Foundation Studies, International Islamic University Malaysia**

Foundation of Laws

CGPA: 3.15

##### **SMU(A) MAAHAD MUHAMMADI (P)**

Account Stream

Result : 9A 1B 1C

#### **ACHIEVEMENT (S)**

- Vice-President III of Caring Club IIUM
- Jaring Project Manager of Caring Club IIUM
- Assistant of Human Resource Management of Caring Club IIUM
- Assistant Project Manager for Educational Visit to Bukit Cerakah
- Assistant Project Manager for Charity Dinner
- Facilitator for Mentoring Programme (2014-2016)
- Participant for Sendi Grand Charity (Baktisiswa)

SKILL (S)	<p><b><u>Computer skills</u></b></p> <ul style="list-style-type: none"> <li>✓ Advance in Microsoft Office (word, power point, excel)</li> <li>✓ Intermediate in editing softwares (Movie Maker, Adobe Photoshop)</li> </ul> <p><b><u>Soft skills</u></b></p> <ul style="list-style-type: none"> <li>✓ Able to write and speak in Malay and English language</li> <li>✓ A fast learner and can work under minimum supervision</li> <li>✓ Able to keep calm under pressure situation</li> <li>✓ A team player and willing to learn</li> </ul>
WORKING EXPERIENCE (S)	<ul style="list-style-type: none"> <li>▪ <b>Part-timer at Pasar Mini Lokman</b> Year: 2010 Job scopes: Dealing with customers, handling product reservation, promote and sell product, manage packaging and sealing product Reason to quit : Further study</li> <li>▪ <b>Internship at Mahkamah Rendah Syariah Kota Bharu</b> Year: 2014 (June – September) Job scopes: Filing data entry (e-filing), preparing Faraid certificate, assist interpreter, disposing old file cases, dealing with clients Reason to quit : Fulfilled the 3 months period of internship</li> <li>▪ <b>Chambering student at Tetuan Shaharuddin Hidayu &amp; Marwaliz</b> Year: 2016 ( March – June) Job scopes: Preparing litigation documents, do research on latest laws and cases, dealing with clients, dealing with authorities i.e police, hospital and insurance’s representative, preparing bundle of authorities Reason to quit : Have to take rest for months due to accident</li> </ul>
TRANSPORTATION	Car

<p><b>REFEREE (S)</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Assistant Registrar at Mahkamah Rendah Syariah Kota Bharu Kelantan</b>  Puan Fadzlina binti Mamat @ Mohd Nor  014-5415320  fadzlina.mamat@yahoo.com</li>   <li>▪ <b>Associate Professor, Islamic Law Department of Ahmad Ibrahim Kulliyah of Laws, IIUM</b>  Puan Noraini binti Md Hashim  019-2238564  norainim@iium.edu.my</li> </ul>
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