

NUR HAZWANI BINTI MOHAMAD JALIN

SK Bangau, peti surat 577,
89058, Kudat, Sabah
010-9300514 / 088-614720
wanijalin91@gmail.com



PERSONAL PARTICULAR

Age : 25 years old **Marital Status** : Single
Gender : Female **I/C No.** : 910602-12-5402
Personality : Friendly, punctual, trustworthy, honest, open minded, discipline, creative and innovative
Strengths : Fast learner, Hardworking, Self-motivated, Independent, Good in team work, high commitment and can do task with low supervision after learn some basic training.

CAREER OBJECTIVE

- To find a post where I can fully utilize my interpersonal skills and knowledge,
- To find an opportunity for advancement through career development and emphasizing on professionalism.

EDUCATION BACKGROUND

UNITAR INTERNATIONAL UNIVERSITY

Qualification : Bachelor Of Management (Hons) – Second Class Upper
Graduate : 2015
CGPA : 3.28 / 4.00

UNIVERSITI TUN ABDUL RAZAK (UNIRAZAK)

Qualification : Foundation in Management
Graduate : 2012
CGPA : 3.27 / 4.00

SEKOLAH MENENGAH KEBANGSAAN SIKUATI, KUDAT

Qualification : Sijil Tinggi Pelajaran Malaysia (STPM)
Year : 2010
Malaysian University English Test (MUET): Band 3

SEKOLAH MENENGAH KEBANGSAAN SIKUATI, KUDAT

Qualification : Sijil Pelajaran Malaysia (SPM)
Year : 2008

WORKING EXPERIENCES

JABATAN HAL EHWAL WANITA SABAH

Administration and Finance Department

- Administration work
- procurement and asset documentation work,
- filling Clerk
- Front desk/Receptions

MYAPPZBUILDER

- Mobile App consultant

QUALITY AND SKILLS

COMPUTER SKILLS

All windows user, Microsoft Office Application, Power Point Application

LANGUAGE SKILLS

Bahasa Malaysia : Excellent (Speaking and Writing)

English : Fair (Speaking and Writing)

ACHIEVEMENT

DESCRIPTION	DATE ACHIEVED	DETAILS
Bengkel Seni Tari (Dance Club)	2015	Committee/Participant
Club Photo Shoot Session	2015	Committee/Participant
Photography Club Outing	2014	Program Director
Dance Club (Prima Dansa)	2014/2015	Vice President
Best Club Award	2014	Winner
Opening dance (IPTS/IPTA sport day)	2015	Participant
Dance performing act (Merdeka & Hari Malaysia celebration)	2012	Participant
Flash Mob performance (Borneo street dance competition)	2012	Participant
Dance performing act (Kaamatan open House)	2013	Participant
Dean List (8 th Semester)	Sept/2014	Dean List
Dean List (9 th Semester)	Feb/2015	Dean List
UNITAR Events	2012/2015	Photographer
Entrepreneurship Program	2014	3 rd Place
Community Service	2013	Participant
Leadership Camp	2014	Participant
Photography Club	2014/2015	Committee member

EXPECTED SALARY

- RM 1500 – RM 2500

REFERENCES

Name : Madam Haslina Hj. Ismail
Position : Head of department (Administration and Finance Department)
Tel. No (O) : 088-236110

Name : Mrs. Norizan Binti Ahmad
Position : Practical training supervisor (PTS)
E-mail : norizan@sidma.edu.my