

RESUME

JUWAIIRIAH BINTI MUSTAFA



HADAPAN BALAI PENGHULU MERCHANG, KAMPUNG
PULAU RUSA, 21610 MARANG, TERENGGANU.

AGE : 26
DATE OF BIRTH : 10th DECEMBER 1991
MARITAL STATUS : SINGLE
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EDUCATIONAL BACKGROUND

UNIVERSITI TEKNOLOGI MALAYSIA (UTM), SKUDAI, JOHOR.

Qualification : Bachelor of Science (Property Management)
CGPA : 3.26/4.00
Final Year Project : The needs and criteria for classification purpose of High-rise residential in Malaysia

SEKOLAH MENENGAH KEBANGSAAN MERCHANG, MARANG, TERENGGANU.

Qualification : Sijil Tinggi Pelajaran Malaysia (STPM)
CGPA : 3.33/4.00

SEKOLAH MENENGAH KEBANGSAAN MERCHANG, MARANG, TERENGGANU.

Qualification : Sijil Pelajaran Malaysia (SPM)

WORK EXPERIENCES

PROHARTA CONSULTANCY SDN BHD (PENANG)

Position : Valuation Executive
Period : August 2016 - Present
Jobs Scope : Under Skim Latihan 1 Malaysia (SL1M) programme.
Practicing valuation in rating for Majlis Daerah Kerian, Perak.
Conducting inspections for the property involved.
Preparing the control file, Autocad drawing and key-in data in the rating system.

SABASUN HYPERUNCIT SDN BHD (KUALA TERENGGANU)

Position : Cashier
Period : September 2015 - January 2016

CH WILLIAMS, TALHAR AND WONG SDN BHD (TERENGGANU)

Position : Internship as a Valuation Executive
Period : February 2014 - May 2014

WAN FARIZA TAKAFUL AGENCY (KUALA TERENGGANU)

Position : Office Clerk
Period : May 2011 - July 2011

SECRET RECIPE SDN BHD (KUALA TERENGGANU)

Position : Crew and cashier
Period : January 2011 - April 2011

SECRET RECIPE SDN BHD (BANDAR BARU BANGI AND KUALA LUMPUR)

Position : Crew
Period : December 2008 - May 2009

AWARDS

Dean's List for semester 6 (2014).
Second Place for Lawn Bowl competition in the university.

EXTRA CURRICULUR ACTIVITIES

2016 : Charity Hike Jerangkang.
2015 : Participant for Bridging Employability Gap (Enhancing Communication Skills in English).
2014 : Membership for British Institutions of Facilities Management (BIFM) programme.
Director for Global Outreach Programme (GOP) to Vietnam.
2013 : Secretary for GOP to UAE and Medina.
RISM Dinner (Johor Branch)-Represented for Property Management Course.
Lawn Bowl competition at univeristy.
Crew for '*Minggu Mesra Siswa*' (Orientation weeks).
2012 : College Organization-Exco of Research and Development.
President for college club (*Nusatropika*).
Head of protocol unit for '*Lambaian U*' programme.
Member of PEHARTA Society.

SKILLS

Languages : English and Bahasa Malaysia
Computer : Microsoft Office (Word, Excel, Power Point and Publisher)
Statistical Package for the Social Sciences (SPSS)
Autocad 2007

REFERENCES**SR Haji Ismail Bin Che Mat**

Position : Director at Proharta Consultancy Sdn Bhd (Penang) cum employer
Address : No. 81, Tingkat 1, Jalan Dagangan 4, Pusat Bandar Bertam Perdana,
13200 Kepala Batas, Pulau Pinang.
Phone (M) : 019-5711311
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Nor Amirah Binti Alias

Position : Valuation Executive cum Internship Supervisor
Address : Lot 20501, Kampung Gong Tepas, Jalan Batangan, 21600 Marang,
Terengganu.
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