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NURUL AWATIF BINTI MOHD ARIFF

OBJECTIVE

Seeking a new platform to develop a career in job industry even in different kinds of experiences. To enhance self- confidence and adaptation in socialization of new world. To show useful skills and talents besides to improve it. Willing to learn new course that out of scope of studies.

EXPERIENCE

COORDINATOR

GREEN LION CULTURAL & VOLUNTEER TRAVEL SDN. BHD.

AUGUST 2017 – FEBRUARY 2018

Handling volunteers from European, American and Asian country. Coordinate and plan the project based on the volunteer's choice such as teaching project and animal conservation project. Assist and prepare the equipment of project for volunteer. Teach, explain and assist how the project will be practiced. Communicate and understand well about what the volunteer want based what they need along the project being held.

GENERAL WORKER (PART-TIME)

ASHIZAA ENTERPRISE

FEBRUARY – JUNE 2017

Prepared the stuffs and helped the chef from cutting process until cooking process. Delivered the order to customer's place.

INTERNSHIP

FINANCE DEPARTMENT

PERSATUAN BOLA SEPAK PERAK (PAFA)

SEPTEMBER – DISEMBER 2016

Administrative learning & development. Handling the documentation, key-in data & payment process which involve in big amount of cash. Checked and re-correct the list or document that will be send to higher officer. Prepared and organize the company's events.

INTERNSHIP

TRAINING DEPARTMENT

OUTWARD BOUND MALAYSIA LUMUT (OBML)

APRIL – JUNE 2014

Learning and training session for self & group development. Learn & practice the basic things of outdoor activities such as tie the knots, kayaking, abseiling & others. Assist instructors on preparation the gear of outdoor activities. Conducted the participants like management game and decision making's situation.

EDUCATION

BACHELOR OF SPORTS MANAGEMENT (HONS.)

2015 - 2017

UITM CAMPUS SEREMBAN 3, NEGERI SEMBILAN

Major in Sports Management (Human Resource Management, Project Management, Media & Public Relation, Facilities And Equipment Management, Marketing, Finance, Sponsorship & Sports Communication)

AWARD : Dean List 2015

FINAL YEAR PROJECT (FYP): Self-Confidence In Sport Participation Among Universiti Sains Islam Malaysia (USIM) Students.

CGPA: 3.35

DIPLOMA IN SPORTS STUDIES (HONS.)

2012 - 2014

UiTM ARAU, PERLIS

Major in Sports Science (Anatomy, Outdoor Recreation, Event Management, Sports Skill, Nutrition, Sports Medication & Account)

AWARD : Dean List 2012**CGPA** : 3.20**SIJIL PELAJARAN MALAYSIA (SPM)**

2011

SEKOLAH MENENGAH RAJA DR. NAZRIN SHAH

Major in Account

RESULT : 4A 5B 2C

EXTRA CURRICULAR	•	Entrepreneurship Project
	•	AJK of Event Ekspo Selangkah Ke UiTM, N. Sembilan
	•	AJK of Majlis Santai Kejohanan Futsal Jemputan Kebangsaan (Piala Raja Iskandar Zulkarnain)
	•	AJK of Piala Cup Junior Persatuan Bola Sepak Perak (PAFA)
	•	AJK of Senamrobik for Language Week
	•	Multimedia Team of Annual General Meeting (AGM), UiTM Seremban 3.
	•	Badminton Player (UiTM Seremban 3) - KARISMA
	•	Organizer of 'Apo Kobar Waghiih' Event, UiTM Seremban 3
	•	Organizer of Fit Attack 4.0, UiTM Seremban 3
	•	Sukan Antara Fakulti (SAF) UiTM Arau, Perlis (Badminton)
	•	Assistant Secretary of Generasiku Merdeka, UiTM Arau, Perlis

COMMUNICATION	WRITTEN		SPOKEN
	English	Good	Good
	Malay	Good	Good
	Arabic	Good	Moderate

PERSONAL SKILLS	A fast-learner and strong memory on new learning. A systematic person with multi-tasking capability on work. Leadership implementation in organizing the tasks. Focus & improving the conflict management in future. Better communication from time to time based on the experiences.
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COMPUTER SKILLS	BEGINNER		ADVANCED	EXPERT
	Microsoft Word			√
	Microsoft Power Point			√
	Microsoft Excel			√
	Microsoft Publisher			√
	Auto-Count	√		
	Prezi		√	
	SPSS	√		
	Movie Maker		√	

REFERENCES	NURUL AMIRA BINTI SHAFIE PHYSIOTHERAPIST REHAB CARE PHYSIOTHERAPY CENTER 018-3219867	NURUL AIN BINTI ABDULLAH COORDINATOR GREEN LION CULTURAL & VOLUNTEER TRAVEL SDN. BHD. 011-15448502
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