

Fatin Nabilah Binti A.Razak

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No. 55B, Kg Telok Kerang, 82020 Pontian, Johor Darul Ta'zim.

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Human Resource Development



OBJECTIVE

A position as an active employee, involving responsibility and working with others as a team member to achieve advancement and growth for the company



EDUCATION

Institution : University Technology of Malaysia (2013-2016)
Field of Study : Bachelor of Science Human Resource Development
Current CGPA : 3.54/4.00 (DEAN LIST)

Institution : University Technology of Malaysia (2010-2013)
Field of Study : Diploma in Technology Management
CGPA : 3.73/4.00 (FIRST CLASS)

Institution : Sekolah Menengah Telok Kerang Pontian Johor (2009)
Field of Study : Accounting
Results : SIJIL PELAJARAN MALAYSIA (SPM) - 5A's



WORK EXPERIENCE

Position	Organization	Duration
Human Resource Assistant (Practical Student)	Macro Marine Sdn Bhd	July 2016 – Nov 2016
Personal Assistant for Commercialization Project	RnD Management And Services Sdn.Bhd	Nov 2014 - Nov 2016
Financial Administrative Assistant	Research Management Centre University Technology Of Malaysia	June 2013 – August 2013
Clerk	Soga Emas Jaya Sdn.Bhd	August 2012 – December 2012
Sales Assistant	Chop Guan Seng Sdn.Bhd	February 2012 – April 2012



SKILL

Language	Spoken	Written
Malay	Good	Good
English	Fair	Good
Personal Skills : Good team player, willing to learn new knowledge that related and unrelated to human resource development & give full commitment		
Computer Skill : Microsoft Office , PhotoScape		



ACHIEVEMENT

Year	Description	Details
2016	Touch The Peak Program	Participant
	Kursus Rahsia Kejayaan Diri (Siri Ke-22 hingga Siri Ke-30)	Event Assistant
	Insightful Solution Course	Event Assistant
	How To Get Yourself Employed Program	Participant
	Final Year Project : Pembangunan Kerjaya & Tahap Kesedaran Pekerja Pentadbiran	A
2015	Award Dean List Semester 5	Dean List
	Entrefiest 2015	Participant
	Course “Rahsia Kejayaan Diri”	Participant
	Course “Certified Professional Helper”	Participant
2014	Award Dean List Semester 2-3	Dean List
	University Of Malaysia 39 th Sports Staff	Volunteer
	Training Of Trainers Workshop	Participant
	Course Stress Management By Office and Assets Development UTM	Speaker & Facilitator
2013	Award Dean List Semester 1	Dean List
	Dean’s Award (First Class) UTM 51 th Convocation	First Class Award
	College Sports Carnival: Games For All	Participant/Champion
	Festival Sport & Culture UTM : Volleyball	Participant/Champion
	Bina Insan Camp Tasawwur UTM	Participant
	Explorace, UTM	Participant
2012	“Economic Talks” With Dato’ Mukhriz Mahathir, UTM	Participant
	Smart Generation Program, UTM	Facilitator



PROFESSIONAL COURSE

Occupational Safety & Health (OSHE)
Quality Management System
How To Manage Your Personal Finance



MOBILITY & AVAILABILITY

Mobility : Car
Availability : Immediately



REFERENCES

Name	Designation	Contact
Assoc.Prof.Dr.Syed Mohamed Shafeq Al-Habshi	Deputy Director of UTM Kuala Lumpur Counseling Centre	013-733 0111 shafexsla@gmail.com
Puan Aryanti Md Arif	Admin Manager of Macro Marine Sdn Bhd	07 – 241 1242
Tuan Hj. Abdul Rashid bin Aris	Deputy Bursar of Procurement UTM	07-5530232 abdrashid@utm.my