



## **SHAHRULNIZA BINTI ZAINOL**

“To apply knowledge skills with an established organization that enables me to grow professionally. I am seeking a full time Position in any field related to the management or in Human Resource Management.

### **E- Mail**

[shahrulnizazainol@gmail.com](mailto:shahrulnizazainol@gmail.com)

**Phone Number**  
019-4158985

**Address**  
No 42, Kampong Gelong Gajah  
Mukim Tobiar, 06700 Pendang  
Kedah.

**Date of birth**  
14 march 1992

**Place of birth**  
Hospital Besar Alor Setar

**Citizenship**  
Malaysia

**Marital status**  
Single  
(3 Month)

### **EXPERIENCE**

March 2013– **SALESGIRL**

presents ANTOP Sdn. Bhd., Seberang Jaya, Pulau Pinang  
(3 Month) **Sales Girl**

Managing hundreds of customer order daily  
Conducting stocks for every month  
Receiving and arrange stocks in warehouse  
Packing customer orders and prepare for customer  
Updating news product to be sold  
Keeping in touch with customer on their product  
Filling of invoices, receipts etc and prepare for the  
Payment each month  
Any others on called duties when some worker were  
absent

**Learning Point:** Able to increase knowledge in administration work  
and others

### **INTERNSHIP**

Oct 2016 - Majlis Daerah Pendang. Pendang, Kedah

Dec 2016 **Department of Human Resource**

Managing staff for all department  
Arrange seminar or khusus for the staff  
Updating holiday staff for every month such as  
medical leave, maternity leave and other leave  
Failing (staff personal fail and others)  
Updating book of record service staff  
Other duties related to the management department

**Learning Point:** Able learn about full set of management and being a  
Good team play

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## EDUCATION

Sep 2013-  
Dec 2016

***Bachelor of Business Administration (Hons.)  
in Human Resource Management – CGPA 2.94***

- 11/2015 Pendakian Gunung Datuk, Rembau
- 18/2013 International Business Symposium (2013)

Jan 2011-  
Dec 2013

***Sijil Tinggi Pelajaran Malaysia – 2C+ 1C 1B***

- 2011 - Naib Pengerusi 1 Kelab Tinju (Co-curricular activity)
- 2011 - Pertandingan keceriaan papan Kenyataan (Anjuran Persatuan Inggeris)
- 2012 - Kadet Remaja Sekolah

2004-  
2009

***Sijil Pelajaran Malaysia – 3A 3B 1C 1D 1E***

- Ahli Jawatankuasa tingkatan 5 (2009)
- Program Skor A SPM sekolah-sekolah Daerah Pendang (2009)
- Setiausaha Persatuan Bahasa Melayu
- Ahli Jawatankuasa Kelab Olahraga

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## AWARDS

- Tempat ke- 3 bagi keseluruhan tingkatan empat sastera (2009)
- Tempat ke-2 dalam peperiksaan pertengahan tahun (2009)
- Degree certificate (2017)

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## SKILLS

- Good command of Malay in written and verbal
- Good command of English in Written and verbal
- Knowledge in Microsoft word, excel, google and internet browser
- Familiar with E-PSM system
- Experience with admin works

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## PERSONAL QUALITIES

- Enthusiastic team player, enjoy working with people of all levels
- Self- motivated and enthusiastic with strong work ethic
- Punctual
- Able to set priorities and meet deadlines

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## REFERENCE

1. En. ShahrulSuhaimi b.  
AbdShukor  
Lecturer of  
UniversitiTenagaNasional  
[Sshahrul@uniten.edu.my](mailto:Sshahrul@uniten.edu.my)  
09-4552020 Ext:3400
2. Majlis Daerah Pendang  
Internship Placement  
[Aduan@mdpendang.gov.my](mailto:Aduan@mdpendang.gov.my)  
04-7596077
3. Muhammad Amirul Ashraf b.  
Zulkipli  
Bestfriend  
014-5329327

# TRANSKRIP DEGREE

**OFFICIAL TRANSCRIPT OF RESULTS**

**TENAGA NASIONAL**  
The National Energy University

Student ID: HR05.563      Name: Shahruiza Bt Zainol  
NRIC: 920314-02-0270      Program: Bachelor of Business Administration (Hons.) in Human Resource Management

Medium of Instruction: English  
Campus: Sultan Haji Ahmad Shah

<b>Semester 2, Academic Year 2013/2014</b> ABAB113 Business Accounting 3 C+ Pass EYAB113 English for Business 3 B- Pass HESB113 Multigenr Enik 3 A Pass MGBB113 Principles of Management 3 A- Pass QNTB113 Business Mathematics 3 D Pass TTB113 Tamadun Islam and Tamadun Asia 3 B+ Pass GPA: 2.83 CGPA: 2.83	<b>Semester 2, Academic Year 2015/2016</b> HRSB223 Training and Development 3 B+ Pass HRSB333 Performance Management 3 B+ Pass HRSB343 Cross-Cultural Management 3 B Pass HUMB313 Staffing And Human Resource Planning 3 A Pass HUMB333 Contemporary Issues in Human Resource 3 B Pass ICBB112 Islam and Civil Society II 2 A Pass GPA: 3.38 CGPA: 2.92
<b>Special Semester, Academic Year 2013/2014</b> MGBB233 Management Information System 3 B- Pass RELB113 Comparative Religion 3 A- Pass GPA: 3.17 CGPA: 2.52	<b>Semester 1, Academic Year 2016/2017</b> HRSB353 Compensation Management 3 B+ Pass HRSB363 Industrial Relation 3 B Pass HRSB373 Occupational Safety & Health 3 B Pass HUMB383 Human Resource Research 3 B Pass MGBB313 Business Ethics 3 B Pass MGTB333 Strategic Management 3 B Pass GPA: 3.66 CGPA: 2.94
<b>Semester 1, Academic Year 2014/2015</b> ENBB123 Public Speaking & Presentation 3 B Pass FCB103 Principles of Finance 3 C+ Pass ICBB112 Islam and Civil Society I 2 A- Pass LMBB113 Malaysian Commercial Law 3 C+ Pass MGBB113 Principles of Marketing 3 A- Pass QNTB113 Business Statistics 3 C- Pass GPA: 2.73 CGPA: 2.64	<b>Semester 2, Academic Year 2016/2017</b> ITBB308 Industrial Training 6 LU Pass GPA(Overall): 2.94 Credits Earned: 120 Total Credits: 120 Status: Graduated (17/02/2017) Date Printed: 07/03/2017
<b>Semester 2, Academic Year 2014/2015</b> AMAB213 Managerial Accounting 3 C Pass EGBB223 Microeconomics 3 B Pass ICBB212 Islam and Civil Society II 2 A- Pass MGBB123 Business Communication 3 B+ Pass MMTB243 Human Resource Management 3 B Pass GPA: 2.88 CGPA: 2.86	<b>Special Semester, Academic Year 2014/2015</b> MGBB223 Organization Theory 3 B- Pass MGBB233 Organizational Development and Change 3 B- Pass GPA: 2.87 CGPA: 2.83
<b>Semester 1, Academic Year 2015/2016</b> EGBB233 Macroeconomics 3 B Pass MGBB213 Organizational Behaviour 3 B+ Pass MGBB253 International Business 3 B- Pass MGBB263 Management Science 3 D+ Pass MYBB213 Consumer and Buyer Behaviour 3 B- Pass QNTB213 Research Methods 3 B- Pass GPA: 2.83 CGPA: 2.83	CERTIFIED CORRECT NDRATI BT ABUL MALLER Deputy Registrar (Academic, Enrolment & International Student Affairs) UNIVERSITY TENAGA NASIONAL (UNITEN) Sultan Haji Ahmad Shah Campus

UNIVERSITI TENAGA NASIONAL

The National Energy University

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