



## NORHAFIZAH BINTI MUSTAFA



### ABOUT ME

\*To obtain a human resources, admin and safety position in a well-established events to employee of this company. As well I do my best and utilize my skills and knowledge to achieve a company goal.

#### PERSONAL PARTICULARS

Address : Kuarter SK. Pendidikan Khas,  
Pekan Tuaran, Peti Surat 50553  
88200, Putatan, Sabah.  
Date of Birth : 25 September 1994  
Age : 24 years  
Nationality : Malaysia  
Email : mustafanorhafizah@gmail.com  
Tel (Mobile) : 014- 6887738  
Status : Single



### MY SKILLS



Adobe Photoshop



Microsoft Word



Microsoft Powerpoint



Microsoft Excel



### PERSONAL REFERENCES



Khairolnisa Binti Jariman  
(Head of Service)  
014-2069130



Dr. Nurul Hudani Binti Md.Nawi  
(Head Program Ha13 Psychology  
Industry & Organization)  
019- 9898317



Prof. Madya Dr. Mohd Dahlan Haji A. Malek  
(Academic Supervisor & Dean Of Faculty  
Psychology & Education)  
012-8393811



Sariah Binti Bahad  
(Owner Jh&F Boutique)  
014-6775279



### EDUCATION

UNIVERSITI MALAYSIA SABAH (UMS) September 2014-December 2017

Bachelor of Psychology With Honours  
(Industrial & Organisational Psychology)

- Current CGPA : 2.94

- Graduation date : 18 November 2017

- Subjects include : Industrial And Organizational Psychology, Leadership,  
Personnel Psychology, Work, Physiology And Ergonomics, Organizational  
Psychology, Consumerism And Marketing, Safety And Health In The  
Workplace, Introduction To Personnel Assessment, Issues In Industrial  
And Organizational Psychology & Psychology Of Advertising.

SMK ELOPURA 2, SANDAKAN

April 2012-December 2013

Sijil Tinggi Pelajaran Malaysia (STPM)

- CGPA : 3.00

- Graduation date : May 2013

- Subjects include Sport Science, Pengajian Am, History, Bahasa Malay.

SMK PEREMPUAN SANDAKAN

January 2007-December 2011

Malaysian Certificate of Education (SPM)

- Grade : 1A+, 2A's, 2A-'s, 2B+'s, 2B's, 1C



### EXPERIENCE

MALAYSIA BUILDING SOCIETY BERHAD (MSBS). July-September 2017

- MBSB (Sales Service Centre) SSC Trainee,  
Sandakan, Sabah.

JH&F BOUTIQUE, SANDAKAN, SABAH.

June-December 2011

- Sales Assistant & Cashier

- Assist in promoting the product for customer.



### EXTRA CO-CURRICULUM ACTIVITIES

"PROGRAM JALINAN KASIH"

2016

- Position : Committee Member

"MINGGU SUAI MESRA KALI KE-21 UMS"

2015

- Position : Committee Member

"JAMBOREE TAHA@U SIRI 02/2015"

2015

- Position : Participant

"PROGRAM KURSUS INDUKSI DAN PENYERAHAN  
WATIKAH AHLI PR-SISWA BAHARU (KIPWA)"

2014

- Position : Committee Member



### LANGUAGE

Spoken & Written

BAHASA MELAYU



ENGLISH

