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**ADIA NORAZAN BINTI MAZLAN**

No 55, Lorong Piala 1, Taman Sukma,

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Sarawak

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OBJECTIVE

To obtain a position that will enable me to contributes my technical and soft skills, educational background and ability to work well with people, to grow with the organization achieving its goals and objectives.

EDUCATION

2012-2014 : Universiti Teknologi Mara, Samarahan, Sarawak

Bachelor in Administrative Science (Hons).

CGPA : 3.04 GPA : 3.56

2008**-**2012 : Universiti Teknologi Mara, Samarahan, Sarawak

Diploma in Public Administration

CGPA : 2.75 GPA : 2.91

2006 : Sijil Pelajaran Malaysia (2A, 4B, 1C)

WORKING EXPERIENCE

2012

(March- September) : Legal Assistant (Marikan & Associates)

2014

(January-February) : Internship (Yayasan Sarawak )

2014

(October- December) : Trainee ( Research & Industrial Network, UitmSamarahan)

August 2015- present : Receptionist (Contract) – KPJ Healthcare University

JOB DESCRIPTION

Legal Assistant ( Marikan& Associates)

* Prepare legal documents such as student loan collection summons for Yayasan Sarawak and Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN), preparing hire purchase agreement between property buyers, panel banks and Housing Development Corporation. Prepare debt and rental collection agreements, contract agreement, and other banking matter documents. Doing administration task such as filling, record the procurement document, record the firm expenses and income, taking order from vendors for purchase of office equipment, stationary, machines, and utility.

Internship ( Public Relation & Corporate Affairs, Yayasan Sarawak )

* Assigned the duty of counter service, handling customer, pick up call, assigned librarian duty, help to design the brochures, pamphlet, make decoration for events, help to manage the events and activities organized by public relation and corporate affairs section, promoted the organization product during booth exhibition.

Trainee ( Research & Industrial Network, Uitm Samarahan )

* Help to monitor business operated by the department, help to prepare proposal for business activities, supervised the business that operated by the department and help to prepare paper work for social entrepreneurship.

EXTRACURRICULAR ACTIVITIES

Member of Red Crescent Society, Universiti Teknologi Mara, Samarahan (2009-2010)

* Demonstarate the Cardiopulmonary Resuscitation (CPR) during SOMA exhibition, Uitm Samarahan 2013
* Give first aid during the teambuilding in Kem Sampadi, Lundu

Volunteer in Program Yayasan Sukarelawan Siswa Ministry of Education, Universiti Teknologi Mara, Sarawak (2013)

* Participated in Misi Sukarelawan Siswa , Batu Lupar Sarawak ( November 2013)

Assigned the welfare duties such as painting, decorating, and cleaning the compound in Kampung Beladin( November 2013)

* Participated in Yayasan Sukarelawan Siswa Tuition Mission in Kampung Gita Lama, Kuching

Tutoring the tuition class for primary school student at surau Kampong Gita, every Wednesday night (2013)

Committee member in Program Kembara Polisi Mahasiswa UITM Sarawak to Putrajaya, Kuala Lumpur (April 2013)

* Help to prepare proposal for the program

Committee member in Program Venturing Cultural heritage in Pontianak , Indonesia (Mei 2014)

* Assigned the duty of accommodation bureau, booking accommodation and responsible for any problem occurs regarding the accommodation for the program

Member of SOMA exhibition project team, Uitm Samarahan organized by Bachelor of administrative science association committee.

* Help to set up booth for the project, make decoration for the booth, and promote the product at the booth

Treasurer of Dinner Talk Project in Kingwood Hotel, ( Mei 2013 )

* Collected fees from the contestants, and record the inflow and outflow of budget for the project

Project Leader Public Finance Documentary Award in Penview Hotel, Kuching ( November 2013 )

* Design the proposal, conduct meeting among the committee, appoint the committee member for the project, distribute the task and duties among the community member, monitoring the budget according to the project needs, and requested funding from student affairs department.

Committee Member of College Representative (2011)

* Help in organized the events such as ramah tamah aidilfitri, netball tournament among the college residents.

SKILLS

Computer Skills ( Microsoft Office / Microsoft word / Microsoft excel / Microsoft power point / Microsoft Access)

Language Skills ( Fluent in speaking and writing Bahasa Malaysia and English)

PERSONAL CHARACTERISTIC

I am adaptable, independent, self-motivated, persistent, disciplined, honest, cooperative, patient, rational, ambitious and like to work in team.

REFERENCES

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DR. ABANG ZAINOREN BIN ABANG ABDURAHMAN

COORDINATOR

Unit Penyelidikan & Jaringan Industri

Universiti Teknologi MARA,

Kampus Samarahan 2

94300, Samarahan,

Sarawak

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LEFTENAN KOLONEL SAIFUL ANWAR BIN MD ALI

Pensyarah Fakulti Sains Pentadbiran dan Pengajian Polisi

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