


DETAILS		
Name	Fefy Nur Hidayah Binti Mubin	
Address	Bg 10 Tingkat Bawah, Taman Sri Berembang, 42000 Pelabuhan Klang, Selangor	
Contact No.	018-2363841	
E-Mail	Eiyfieydaya68@ gmail.com	
Available	Currently	
Career Objective	<ul style="list-style-type: none"><li>• Seeking the position of a corporate administrator to contribute my skills and experience in handling business administrative to support the company.</li><li>• To fulfill the diploma requirement for practical training in related companies.</li><li>• To gain new experience by contributing our work and talent at training companies.</li><li>• To learn more about working culture in the companies.</li><li>• To be a part of your company community and achieve the company goal.</li><li>• Good writing skills.</li><li>• Good team player.</li></ul>	
Personal Strength	I have been described as outgoing, responsible, and independent person. I am always willing to learn new things, able to work in team and patient person. I believe success comes after a hard work and hence forth, realistic about my chances in doing and completing task given to me successfully and effectively and also have good team player. I like to work hard and share ideas with team members in group.	

EDUCATION	
<b>Program</b>	Diploma in Corporate Administration
<b>Institution</b>	Kolej MASA (Malaysian Academic & Skill Advancement)
<b>Expected graduation</b>	August 2017
<b>Second Highest Education</b>	Sekolah Menengah Kebangsaan Tengku Ampuan Jemaah

## EXTRA CURRICULUM

<b>ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Attend to talk on industrial training workshop 2016</li> <li>• Participate in handling explorace event 2016</li> <li>• Participate in handling event indoor game 2015</li> <li>• Participate in Kawad kaki NGO Peringkat Daerah Klang 2010</li> <li>• Participate in Kem Kepimpinan dan Integrasi 2009</li> <li>• Participate in Program Perhimpunan Janji Ditepati Sempena Sambutan Hari Kemerdekaan ke-55 2012</li> <li>• Participate in Karnival Nasyid Sekolah Sekolah Daerah Klang</li> <li>• Participate in Karnival KoAkademik 2014</li> <li>• Particapate in Kejohanan Bola Jaring- Majlis Sukan Sekolah Daerah Klang</li> <li>• Participate in Larian Serentak 1murid 1sukan 1malaysia 2011</li> <li>• Participate in Program Positive Attitude Building 2011</li> </ul>
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## CORE SUBJECT LEARNED

Kemahiran Berfikir	Business English
Microeconomic	Introduction To Information Technology
Business Ethics	Macroeconomic
Pengajian Malaysia 2	Corporate Administration 1
Business Communication	Principles Of Accounting
Principles Of Management	Personal Development
Corporate Administration 2	Management Accounting
Isu-isu Kekeluargaan	Cost Accounting
Human Resources Management	Business Law
Marketing	Company Law
Financial Management	Management Information
Quantitative Analysis	Management Theory &Practice
Public Relation	Taxation
Business Organization & Management	

## COMPETENCIES

<b>IT Skills</b>	MS Power Point, MS Word, MS Excel.
<b>Other Skills</b>	<ul style="list-style-type: none"><li>• Typewriting</li><li>• Communication skill</li></ul>

## PROFICIENCYLANGUAGES

English	Fluent in writing and speaking.
Bahasa Malaysia	Fluent in speaking and writing.

## REFERENCES

<b>MDM. ZEENATH NAYIMA</b> LECTURER OF BUSINESS FACULTY KOLEJ MASA H-02-08, BLOCK H, PUSAT PERDAGANGAN PUCHONG PRIMA, 47100 PUCHONG, SELANGOR DARUL EHSAN.	(OFFICE) :03-8062 3009  KOLEJ MASA : 016-2274661  E-mail: zeenath@kolejmasa.edu.my
<b>MR. MOHD ZUHAIR SHAHIRAN BIN MUHAMMAD NAJIB</b>  LECTURER OF BUSINESS FACULTY KOLEJ MASA H-02-08, BLOCK H, PUSAT PERDAGANGAN PUCHONG PRIMA, 47100 PUCHONG, SELANGOR DARUL EHSAN.	(OFFICE) :03-8062 3009  KOLEJ MASA : 016-2274661  E-mail: zuhair@kolejmasa.edu.my