

CURRICULUM VITAE OF

HARIYAH BT MOHAMED

No. 121, Jln 224, Seksyen 51A, 46100 P. Jaya, Selangor Darul Ehsan

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CAREER OBJECTIVE

- Seeking a Facilities and Property Management and Land Administration position to meet my competencies, capabilities, skills, education and experience.
- Willing and ready to be part of the Technical Person under CIDB Technical Requirements for any development works and willing to be part of the OSHA Safety Officer courses as added point,

PERSONAL INFORMATION

NRIC	: 900703-14-5526
Date of Birth	: 3 rd July 1990
Age	: 27 years old
Sex	: Female
Marital Status	: Single
Nationality	: Malaysian
Race	: Malay
Religion	: Islam

WORKING EXPERIENCE & INTERNSHIP

1) Company Name	:	Messrs Seow & Megat
Job Position	:	Litigation Cleark
Specialization	:	Banking Litigation
Industry	:	Civil Law
Monthly Basic Salary	:	RM 2200
Date Joined	:	July 2015 – Current

Work Description :

a) Responsibilities:-

- 1) Drafting, preparing and filling all the cause paper for civil action, Land Mortgage and Bankruptcy Proceedings.

2) Company Name	:	Perbadanan Kemajuan Negeri Selangor (PKNS)
Job Position	:	Intern
Specialization	:	Land Admin/ Property
Industry	:	Property / Real Estate
Monthly Basic Salary	:	RM 300
Date Joined	:	Jun 2012- Sept 2012

Work Description :

a) Responsibilities :-

- 1) Was attached at the Human Resource Department - updating and arranging the medical data of PKNS employees.
- 2) Attached to Land Administration Division-
- 3) Handling a new system for land administration which is e-Tanah PKNS.
- 4) Detect and updated the land and property sales that not reported
- 5) Audited the data not reported from all state division.

EDUCATION AND QUALIFICATION

2014 -2016
(28th October 2016)

Universiti Teknologi MARA (UiTM), Shah Alam
Master of Science in Facilities Management
CGPA: 3.48

Course Specialization:		
Facilities Management	Organizational Behavior, Human Resource Management	Budgetary Control and Financial Management

2009-2013
(26th October 2013)

Universiti Teknologi Malaysia (UTM), Skudai Johor
Bachelor of Science in Land Administration and Development
CGPA: 3.50 (Second Class Upper)

Course Specialization:			
Land Ownership and Development Legal	Property Investment and Appraisal	Construction Industries & Project Management	Land Survey and Information System

2008-2009

Matriculation of Negeri Sembilan (KMNS)
Major in Physic - **CGPA: 2.57**

2003-2007

Sekolah Menengah Kebangsaan Sri Utama
Sijil Pelajaran Malaysia (SPM) - Grade: 3A 7B

EXTRA-CURRICULAR ACTIVITIES

2009-2009

Vice Administration President
College 11 Community Squad
UTM, Skudai Johor

2006-2007

Chief Editor of SMKSU
Magazine Editorial Board
Sek. Men. Keb. Sri Utama P. Jaya

AWARD & RECOGNITION

Sept 2009-Oct 2013

Dean Lists for 4 semesters
Bc. (Hons) Land Administration and Development, UTM, Skudai

TRAINING CERTIFICATES

June 2013

ISO 9001:2008 Quality Management System Requirement

June 2013

How to Manage Your Personal Finance

March 2013

Occupational Safety & Health at the Workplace

EXPECTED SALARY

RM 2600 - 3000

ADDITIONAL INFORMATION

Computer literacy :	Microsoft Word, Excel, Power Point, SPSS Software, ArcGIS, AUTOCAD
Driving :	A valid diving license (D)
Willing to Travel :	Yes
Willing to Relocate :	Yes
Availability :	January 2017 (Immediately)
Hobbies :	Bowling, netball, reading and backpacking

REFERENCES

1 JAMILAH BINTI SAMSUDIN
Peguam
Merss Seow & Megat
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163 Jalan Ampang
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03-21663384 smbgn:214

2 DR. ZARITA BINTI AHMAD @ BAHARUM
Pensyarah Kanan / Penyelia Penyelidik
Fakulti Senibina, Perancangan & Ukur
Kompleks Tahir Majid
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