

NORSYAZWANI BINTI SUHARI

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**PERSONAL DETAILS**

Age	23 Years		
Identity Card Number	920719106028		
Date of Birth	19 July 1992		
Place of Birth	Klang, Selangor	License	B2 and D
Gender	Female	Religion	Islam
Nationality	Malaysian	Marital Status	Single

CARRIER OBJECTIVE

To be a valuable asset to the organization and to get the most out of organization's goal achievement and job satisfaction.

PERSONAL TRAITS

An independent, creative, enthusiastic and dynamic individual who is acquiesce in work smart to achieve my mission and vision. Excellent verbal and written communication skills, ability to deal with people, willingness to learn team facilitator. Plus willing to work in pressure and enjoys working in a team-based environment.

EDUCATION

2010 - 2013	Bachelor of International Business Management with Honours. Universiti Utara Malaysia. CGPA: 3.18
2009 – 2011	Sijil Tinggi Persekolahan Malaysia (STPM) CGPA: 2.91
2008 -2009	Sijil Pelajaran Malaysia (SPM) - PASS Sekolah Menengah Kebangsaan Perempuan Methodist Klang
2005 - 2008	Penilaian Menengah Rendah (PMR) - PASS Sekolah Menengah Kebangsaan Perempuan Methodist Klang
1999 - 2004	Ujian Penilaian Sekolah Rendah (UPSR) - PASS Sekolah Kebangsaan Perempuan Methodist Klang.

WORKING EXPERIENCE**February – August 2012 (Human Resources Clerk)**

Job specification relate to the filling and documentation, monitoring and updating time schedules for operation workers, interview arrangement, payroll and aslo dealing with the suppliers which supply for foreign labours.

EXTRA CURRICULAR ACTIVITIES

1. Vice president of Public Speaking Society (2013/ 2014)
2. Secretary of Tautan Ukhwah Kasih Dipadu Bakti Siswa Siri II (2014)
3. Vice Director of Eksplorasi Ilmu dan Jalinan Ukhwah Bakti Siswa (2013)
4. Vice Director of Facilitator Succession Course SME Bank Student Residential Hall (2013)
5. Bureau of Summer Camp 2: Great Leader in Future (2013)
6. Bureau of Program " I Want Double Degree" (2013)
7. Bureau of English Carnival: Competition of Speak Out (2013)
8. Bureau of English Carnival: The Art of Public Speaking (2013)
9. Secretary of Teater Muzikal Puteri Gunung Ledang (2012)
10. Secretary of Persatuan Bulan Sabit Merah Pra-Universiti SMK (P) Methodist Klang (2011)
11. Treasurer of Majlis Perwakilan Pelajar Pra-Universiti SMK (P) Methodist Klang (2010)
12. Participation in "DIALOG BERSAMA PENGARAH BESAR SERANTA"
13. Participation in "Kem Cerdik Cukai Lembaga Hasil Dalam Negeri"
14. Participation in IT Awareness Program
15. Participation in "Pertandingan Forum Pra-Universiti"
16. Participation in "Motivasi Remaja Pra-Universiti"

SKILLS

LANGUAGES

MALAY ENGLISH

Well written and spoken
Well written and spoken

ABILITY

Supportive and motivated team player
Good interpersonal skill
Good cross-cultural communication skills
Able work independently with full commitment
Basic Knowledge in the Malaysia Custom practice.

COMPUTER / SOFTWARE SKILLS

Microsoft Office
Windows Movie Maker

REFERENCES

- 1) EN. ASRAR BIN OMAR
Coordinator Practicum
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