

RESUME



PERSONAL PROFILE

Name : Sharifah Nor Hidayah Binti Syed Shahar

Address : No. 22 Peramu Jaya 2, 26600 Pekan, Pahang Darul Makmur.

Phone no. : 014 - 5113288

E-mail : **snhidayahshahar@gmail.com**

NCRI : 910802 -06- 5440

Nationality : Malaysia

Date of Birth : 02 August 1991

Age : 25 Years

Race : Malay

Gender : Female

Religion : Islam

Language : Malay, English

Marital Status : Single

ACADEMIC QUALIFICATION

- Sep 2015- Feb 2016 : Akademi Latihan Kemahiran Pekan (ALKP)
Sijil Kemahiran Malaysia Tahap 2
(Office Administration)
- 2011 – 2015 : Universiti Sains Malaysia (USM)
Bachelor of Health Sciences (Environmental and Occupational Health)
CGPA : 3.20
- 2009 – 2011 : Pahang Matriculation College
Certified of Pahang Matriculation College
CGPA: 3.42
- 2007- 2008 : SMK Dato Mahmud Mat
Malaysian Certificate Of Education Examination (SPM)
Result: 4A5C1D
- 2004-2006 : SMK Dato Mahmud Mat
Lower Secondary Evaluation (PMR)
Result: 3A4B1C

LANGUAGE PROFICIENCY

Language	Written	Spoken
Malay	Excellent	Excellent
English	Average	Average

COMPUTER SKILLS

- Proficient in Microsoft Office 2007, 2010, Power Point 2007, 2010, Window 7
- Good in Excel, Basic Adobe Photoshop, SPSS

EXPERIENCE

Experience	Period
Industrial Internship in Admin. & Sales Department at Le Village Beach Resort, Kuantan.	4 Months (Nov 2015-Feb 2016)
Industrial Internship in Safety Department at BI Technologies Corp. Sdn. Bhd.	4 Months (July 2014-Oct 2014)

PERSONAL STRENGTH

- Good interpersonal relationships.
- Patient.
- Can perform well under pressure.
- Flexible, willing to learn new skills.
- Excellent team work, critical and creative in problem solving.
- Fast learner and hard worker.
- Highly responsible and punctual.

REFERENCES

Dr. Maliki Hapani

Lecturer of Environment & Occupational Health Programme
School of Health Sciences (PPSK)
Universiti Sains Malaysia, Kampus Kesihatan,
16150 Kubang Kerian, Kelantan.
No. Tel: 017 - 3714273
Email: maliki_hapani@usm.my

V. Manoharan

Safety & Health Officer (SHO) (JKKP/IS 127/438/02/6284)
BI Technologies Corp. Sdn. Bhd.
A-1445, Jalan Tanjung Api,
25050 Kuantan,
Pahang Darul Makmur.
No. Tel: 012 - 9280846
Email: vmano@bitechnologies.com.my