



MAZIYYAH SHABIRAH BINTI ZAINURDDIN

LOT 3148, KAMPUNG PAYA JARAS DALAM,

SUNGAI BULOH, SELANGOR

maziyyah.shabirah@gmail.com

016-8893492

MAZIYYAH SHABIRAH

SKILLS & ABILITIES

- Sense of responsibility
- Manage to work under pressure
- Creative and resourceful
- Fast learner
- Open for new experience
- Enjoy to learn new things and pick up new skills
- Good skills in communication and collaboration
- Goal-oriented
- Team player with excellent analytical skills and can work with all level of peoples
- Possess good interpersonal skills, self-motivation and adaptation to new application and technologies

EXPERIENCE

1 Millennium International Sdn Bhd

Position : Recruitment Consultant

Duration : March 2016 to Present

Responsibilities:

- Headhunting, identifying and sourcing suitable candidates for the right profile by using existing database, job portals, social media and etc.
- Advertising vacancies by drafting and placing adverts by using job portals, and social media.
- Recruits, selects and schedules interviews with potential employee required for the organization and clients.
- Assist and liaise with clients on their recruitment needs and requirements.
- Interviewing and assessing prospective applicants and matching them with vacancies and client companies.

- Screening candidates and drawing up shortlist of candidates for clients to interview.
- Preparing CVs for submission to clients.
- Coordinate and prepare candidates for interviews at client's company.
- Facilitate and finalize agreements between candidate and clients.
- Conduct reference checks for shortlisted candidates prior to extending an offer of employment.
- Prepare offer letter; responsible for employees leave application and record, issue warning letter to employees of their misconduct, process employees timesheet and etc.
- Visiting clients to build and develop relationships.
- Responsible for the whole recruiting and onboarding process

EDUCATION

September 2011 – May 2015

Qualification : Bachelor's Degree

Field of Study : Human Sciences

Major : Psychology

Institute/University : International Islamic University Malaysia

Current CGPA : 3.084 / 4

Graduation Date : June 2015

June 2009 – June 2011

Qualification : Foundation

Field of Study : Human Sciences

Major : Psychology

Institute/University : Centre for Foundation Studies, International Islamic University
Malaysia, Nilai

CGPA : 3.2 / 4

Graduation Date : June 2011

2008

Qualification : Sijil Pelajaran Malaysia

Grade : 5 A's, 3 B's and 1 C's

**ACTIVITIES AND
AWARD**

2015

- Masih Ada Yang Sayang, a Clinical Psychology Program meant to give psychosocial supports to elderly.
- Participant for talk of PENJAGAAN WARGA EMAS at Hospital Sungai Buloh

2014

- Half-Color Award for Tenpin Bowling in IIUM Sports Award 2014
- Represented IIUM in Tenpin Bowling for SUKIPT 2014 and MASUM 2014
- Won Bronze medal for Women's Team Tenpin Bowling in MASUM 2014

2013

- Participate in Food for Homeless program
- Participant for Psychology Day 2013

2012

- Participated in Psychology Day 2012
- Participated in Psychology Student's Association Dialogue
- Participated in Psychology Student's Association Annual Grand Meeting

LEADERSHIP

2015

- Assistant Program Manager Masih Ada Yang Sayang

2014

- Team Captain for Tenpin Bowling MASUM 2014
- Team Assistant for Tenpin Bowling SUKIPT 2014

2013

- Assistant Head of Bureau Career and Guidance, Psychology Student's Association (PSYCSTA)
- Assistant Head of Special Task Psychology Day 2013

2012

- Secretary of Psychology Student's Association
 - Program Manager for Career Talk, by PSYCSTA
 - Head of Special Task for PSYCHOLOGY DAY 2012
-