

Putri Balkis Mohamad Nor
No. 12, Jalan Chepor Indah 35
Taman Chepor Indah
31200 Chemor
Perak

General Manager
Human Resources & Administration
Majuperak Holdings Berhad
Aras 1, Bazar Ipoh
Jalan Sultan Nazrin Shah
31350 Ipoh
Perak

20th August 2021

Dear Madam,

**APPLYING FOR SPECIAL OFFICER TO GROUP CHIEF EXECUTIVE OFFICER
POSITION**

With reference to the above said matter, I would like to apply for the position of Special Officer to Group Chief Executive Officer in your esteemed company.

I am highly passionate, energetic, flexible, along with a positive attitude, and the ability to adapt quickly to new environment allows me to fit in the corporate field. 9 years' experience with third sector had built up my character to find solution and be responsive in any circumstances, also a self-directed, team player and goal-oriented doer.

I manage to learn and improve my organizational and management skills throughout the years, from brainstorming, paperwork writing and budgeting, managing volunteers, and strategic partners engagement. I am looking forward to transfer my skills and knowledge to the corporate business industry. I believe that I could leave a positive contribution to your team.

I would appreciate the opportunity to be interviewed by your respective company.

Thank You.

Best regards,


(PUTRI BALKIS MOHAMAD NOR)
017-2849226



PUTRI BALKIS MOHAMAD NOR

017-2849226

putri.balkis79@gmail.com

7th September 1990

31st Years Old

Ipoh, Perak

OBJECTIVE

Program Executive with over 9 years' experience in NGO looking to transfer my skills to the corporate business industry. My proven organizational and management skills make me an ideal fit for the Special Officer to Group CEO's position.

QUALIFICATION

2009-2012
Bachelor in Social Sciences with Honours
(International Relations)
Universiti Kebangsaan Malaysia

WORK EXPERIENCE

Job Title : Program Officer
Organization : Malaysian youth Council
Duration : 2016 - present
Job Scope :
Design and organize youth related programs locally and internationally; volunteer, leadership, TVET, entrepreneurship. Strategic partners engagement.

Job Title : International Officer
Organization : Malaysian youth Council
Duration : 2012 - 2015
Job Scope :
Draft proposal, communicate with prospect partners and sponsors, manage participants, dealing with travel agency and most important executing program on the date.

SKILLS

- Project Management
- Organization & Team Work
- Interpersonal
- Problem Solving

INVOLVEMENT

2012 : Coordinator, United Nations Youth Assembly Program, United States
2013 : Delegates, UNESCO Youth Forum, France
2014 : Treasurer, Malaysian Humanitarian Movement (NGO)
2015 : Coordinator, Colors of ASEAN
2016 : Coordinator, Malaysia International Youth Exchange
2017 : Coordinator, Malaysian Youth Volunteer Community
2018 : Coordinator, General Election Local Observer (PRU14)
2019 : Lay Kaunselor, KPWKM
2020 : Volunteer, Misi Relawan Covid-19

REFERENCES

Dr. Mohamed Maliki Mohamed Rapiee
Director, International Youth Centre
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YB En Mohd Zaidi Aziz
Secretary, Committee for ASEAN Youth Cooperation
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