****

**MAZIYYAH SHABIRAH BINTI ZAINURDDIN**

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**016-8893492**

maziyyah shabirah

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| 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 |
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