

Name: Nurul Rafiqa bt Ahmad

Address: 49, Rubber Road West Kampung Kudei 93400 Kuching Sarawak

H/P: 012 -8494524

E-mail: nurul.rafiqa@gmail.com

|  |
| --- |
| Personal Detail |

IC no: 940320-13-5300 Race: Malay

Age: 23 Nationality: Malaysian

Date of Birth: 20 March 1994 Health: Good

Religion: Islam Height: 158cm

Place of Birth: Sarawak General Hospital Weight: 47kg

Gender: Female Driving License: D

Marital Status: Single

|  |
| --- |
| Education Background |

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution/School** | **Results** |
| 2013 – 2017  (In Progress) | University Malaysia Sarawak | Expecting to graduate with  B. Sc. International Studies  (Hons)  Cgpa:2.75 |
| 2012 – 2013 | University Technology Mara | Foundation in Law  Cgpa: 3.33 |
| 2011 | SMK Green Road | Sijil Penilaian Menengah  Result: 2A, 4A-, 1B+, 1B, C+ |
| 2009 | SMK Green Road | Penilaian Menengah Rendah  Result: 2A, 3B, 3C |

|  |
| --- |
| Employment Experience |

|  |  |
| --- | --- |
| Job Title: | Currently doing internship at Kementerian Belia Sukan dan Solidariti |
| Date: | 13 February 2017 – 5 May 2017 |
| Duties: | Rotation Program (attached to all division in Kementerian Belia Sukan dan Solidariti |
| Task perform: | Doing my best to complete the task given within the time. |

|  |  |
| --- | --- |
| Job Title: | Part Time Promoter |
| Date: | May – August 2016 |
| Duties: | Promote the product |
| Task perform: | Hit our target sales |
| Job Title: | Part Time Promoter Orlando |
| Date: | June 2015 - August 2015 |
| Duties: | Promote the brand |
| Task perform: | Hit our target sales |

|  |
| --- |
| Special Skills and Knowledge |

1. Computer Skills

* Intermediate understanding and skills about the components and functions of MS-Windows, MS-Excel and SPSS.
* Advanced understanding and skills about the components and functions of MS-Word and MS-PowerPoint.

1. Language Competency

* Fluent in spoken and written English and Bahasa Melayu.

1. Soft-Skill

* Went to soft-skill class.

|  |
| --- |
| Co-curricular Activites |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | **Year** | **Particulars** | | 2016  2015 | Joined Study Trip to Korea with lecturer and classmates.   * Went to Malaysia Embassy in Korea for study purposes. * Went to Ewha Woman University for study purposes.   Organized ASEAN Day Exhibition at Faculty of Social Sciences.   * Committee member of ASEAN Night Run. * Planned and coordinated the run track, goodies, shirt design and make sure everything went smooth | | 2014  2012 - 2016 | Project manager for ‘Teras Khidmat Komuniti Siswa Sihat’.   * A day activity with Yakin Children * Planned and coordinated activities then conduct meeting for the project.   Join volunteer job.   * 100 Plus Out runner 2016 in Kuching as medal and certificate distributor. * Fit Malaysia 2015 event in Kuching as 5km runner. * IM4U 2012 volunteers in Kuala Lumpur as a participant. | | 2012 | Be representative for UiTM.   * Career Drives event at PWTC for Lan Berambeh Anak Sarawak. * Persidangan Mahasiswa Islam Sarawak at Cameron Highland. * Went to court trial at Mahkamah Shah Alam. | |  | |  |

|  |
| --- |
| References |

|  |  |
| --- | --- |
| **Datuk JuMastapha Bin Lamat**  Sarawak Accountant General  Sarawak State Treasury Department,  Level 7-11 Menara Pelita Petra Jaya  93050 Kuching.  019-8386477 | **Dr Haji Abang Ismail Bin Abang Julhi**  Lecturer  Institute of Teacher Education  Batu Lintang  016-8564344 |