

|  | CONTACT INFO | |
|---|--------------------------|--|
| | Full Name | : NURUL FARHANA BINTI SAIDIN |
| | Program | : Bachelor of Communication (Honours), UUM |
| | Permanent Address | : Kampung Baru, Jalan Sintok, 06010 Changlun, Kedah Darul Aman. |
| | Mobile Number | : 012-3456789 |
| E-mail | : bungasakura@yahoo.com | |

| PERSONAL INFORMATION | | | |
|----------------------|------------------|--------------------|-------------|
| NRIC No | : 871124-01-5522 | Status | : Single |
| Age | : 24 | Health | : Excellent |
| Gender | : Female | Nationality | : Malaysian |

OBJECTIVES

To obtain a **job opportunity** in **communication** based company that can contribute towards the advancement of the company as well as to gain experience. Develop skills and fulfill organizational objectives while integrating my communication knowledge and theory gained during my study with practices. Also to face the real working environment that can empower my leadership, communication and interpersonal skills and to know working requirements, demands, and culture as to be ready to encounter the challenge in the future in my life.

| GENERAL SKILLS AND COMPUTER SKILLS | |
|------------------------------------|---|
| Operating Systems | : Windows XP, Windows Vista, Windows 7 |
| Microsoft Office | : Microsoft Word, Microsoft Excel, Microsoft Powerpoint (2003 and 2007) |

STRENGTH

- I can briefly describe myself as an outgoing person, open minded, self-motivated, fast learner, independent, helpful and a very organized person.
- I would like to think that I am as an ambitious person, yet realistic about my chances in completing the task successfully.
- I have good leadership quality and project management skills due to my experiences in conducting many university projects in the past.
- I am able to speak and write good English and Bahasa Malaysia.
- I am able to work under pressure. I can work in team efficiently.
- I have excellent health condition.
- I am able to work individually and in team with minimum supervision.
- I have the passion and strong will to explore and accept new changes and challenges. I am also a fast learner as I cope up very fast with new things.

| EDUCATIONAL BACKGROUND | | | |
|---|---------|--|---------------------------------|
| Highest Education : UNIVERSITI UTARA MALAYSIA (UUM) (2007 – 2010) | | | |
| Program | : | BACHELOR OF COMMUNICATION | CGPA : 3.75 |
| STPM : SEKOLAH MENENGAH KEBANGSAAN CHANGLUN (2005-2006) | | | |
| RESULT | : | 3A, 1B | |
| MUET | | BAND | 3 |
| Secondary Education : SEKOLAH MENENGAH KEBANGSAAN CHANGLUN | | | |
| Level | : | SIJIL PELAJARAN MALAYSIA (SPM) 2003-2004 | Result : 5A, 3B, 1C(SPM) |
| | : | PENILAIAN MENENGAH RENDAH (PMR) 2000-2002 | : 5A, 4B (PMR) |
| ACADEMIC COURSES TAKEN | | | |
| Communication Cores | | Tourism Cores | |
| <ul style="list-style-type: none"> • STRATEGIC COMMUNICATION MANAGEMENT • AUDIT IN COMMUNICATION • MALAY LANGUAGE FOR MANAGEMENT • HUMAN COMMUNICATION • MEDIA AND SOCIETY • INTERCULTURAL COMMUNICATION • CORPORATE WRITING • ETHICS AND LEADERSHIP IN COMMUNICATION • PUBLIC RELATIONS • COMMUNICATION LAW • INFORMATION COMMUNICATION TECHNOLOGY (ICT) AND SOCIETY • INTRODUCTION TO COMMUNICATION TECHNOLOGY • INTEGRATIVE MEDIA • RESEARCH METHOD FOR COMMUNICATION • ELECTRONIC PUBLISHING • INTRODUCTION TO COMMUNICATION THEORY • INTRODUCTION TO ORGANIZATIONAL COMMUNICATION | | <ul style="list-style-type: none"> • HOTEL OPERATIONS MANAGEMENT • INTRODUCTION TO TOURISM • TOURISM PLANNING & DEVELOPMENT • SERVICE MARKETING IN TOURISM • TOURIST BEHAVIOUR • TOURISM MARKETING | |
| | | Language & Skills | |
| | | <ul style="list-style-type: none"> • ENGLISH FOR COMMUNICATION II • PROCESS WRITING • COMPUTER APPLICATION IN MANAGEMENT • HIGH TOUCH COMMUNICATION • MANAGEMENT ETHICS • ENTREPRENEURSHIP | |
| | | Humanities / Social Science | |
| | | <ul style="list-style-type: none"> • IISLAMIC AND ASIAN CIVILIZATION • EETHNIC REKATIONSHIP • MMALAYSIAN CITIZENSHIP STUDIES • PPRINCIPLES OF MANAGEMENT • SSTATISTIC FOR SOCIAL SCIENCE • BBASIC ENTREPRENEURSHIP • IINTRODUCTION TO SCIENCE SOSIAL • IINTRODUCTION TO PSYCHOLOGY | |
| PARTICIPATION AND CURRICULAR ACTIVITIES | | | |
| Events | Session | Position | Description |
| Publishing Majalah Cemerlang U | 2010 | PARTICIPANT AND COMMITTEE MEMBER | UNIVERSITI UTARA MALAYSIA |
| Minda cerdas, Kualiti Terbaik | 2009 | PARTICIPANT | UNIVERSITI UTARA MALAYSIA |
| Seminar Kewangan ke arah Pembangunan Usahawan | 2009 | PARTICIPANT | UNIVERSITI UTARA MALAYSIA |

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| Opportunities in the Field of Comminucations Forum | 2008 | PARTICIPANT | UNIVERSITI UTARA MALAYSIA |
| Kelas Gubahan | 2008 | PARTICIPANT | UNIVERSITI UTARA MALAYSIA |
| Projek Rumpun Guthrie | 2008 | PARTICIPANT | UNIVERSITI UTARA MALAYSIA |
| Hari Keluarga | 2007 | PARTICIPANT | UNIVERSITI UTARA MALAYSIA |
| Malam Keusahawanan | 2007 | PARTICIPANT | UNIVERSITI UTARA MALAYSIA |

EXPERIENCE HIGHLIGHTS

CLERK (MARCH 2011- CURRENT)

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|----------------------|---|---|
| Company Name | : | ESPEK PLANTATIONS SDN. BHD. ALOR SETAR |
| Position | : | CLERK |
| Scope of Work | : | <ul style="list-style-type: none"> - HANDLING STAFF SALARIES - PREPARE ACCOUNT REPORT MONTHLY - PREPARE CHEQUES FOR SUPPLIERS - EXPERIENCED USING GL SYSTEM |

INDUSTRIAL TRAINING (MAY 2010 – SEPTEMBER 2010)

| | | |
|----------------------|---|---|
| Company Name | : | PEJABAT RISDA ALOR SETAR, KEDAH. |
| Department | : | EXTENSION AND TECHHNOLOGY TRANSFER |
| Position | : | INDUSTRIAL TRAINEE |
| Scope of Work | : | <ul style="list-style-type: none"> - EDUCATING AND TRAINING SMALLHOLDERS AND THEIR FAMILIES - CARRYING OUT SOCIAL AND INSTITUTIONAL ACTIVITIES AIMED AT INCREASING THE PROSPERITY OF SMALLHOLDERS FAMILIES. |

SEMESTER BREAK WORKING EXPERIENCE

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|----------------------|---|--|
| Company Name | : | JABATAN PEMBANGUNAN DAN PENYELENGARAAN UUM |
| Department | : | AWAM |
| Position | : | ASSET TAGGING STAFF |
| Scope of Work | : | TAGGING UUM PROPERTIES |

REFERENCES

Nurhaida binti Samsuddin
Pejabat Risda Alor Setar,
Tingkat 5 & 6, Bangunan RISDA,
Jalan Telok Wan Jah
05990 Alor Setar,
Kedah Darul Aman
Tel: 04-733 1511 / 04-7331520

Anuar bin Zainol,
Espek Plantations Sdn. Bhd,
Lot 128B, Kompleks Alor Setar,
Lebuhraya Darulaman
05100 Alor Setar,
Kedah Darul Aman.
Tel: 04-7309794