



## NUR HASNAH HAKIM

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### PROFILE INFO

I have passion that fuel my motivation to get the better version of me. I love to push myself to knowing my limitation and how far can I go when I do my best. I would like to take more challengers in different field specially in administration and census taker. Therefore, I have studied and gained more experience in administration.

### EDUCATION

- ▶ **University Malaysia Sarawak (UNIMAS)**  
Bachelor of Social Science with Honours (Industrial Relations and Labour Studies)  
(2016 - 2019) **CGPA : 3.16**
- ▶ **Pra University SMK PUTATAN**  
Sijil Tinggi Pelajaran Malaysia (STPM)  
(2014 - 2015) **CGPA: 3.17**
- ▶ **SMK PULAU GAYA**  
Sijil Pelajaran Malaysia (SPM)  
(2009 -2013) **2A, 3B, 2C, 1D**

### LANGUAGE

- ▶ Malay (Native Speaker)
- ▶ English (Conversational)
- ▶ Bajau (Native Speaker)

### MY REFERENCES

- ▶ **Mrs Claudia Anak Jiton**  
Lecturer Industrial Relations and Labour Studies  
☎️ (082) 584113
- ▶ **Ms Salwati Abd. Karim**  
Internship Supervisor  
📧 salwatikarim@perkeso.gov.my

## WORK EXPERIENCES

### Health Advisor

August 2021 - June 2022

#### Blackmores Suria Sabah, KK

- Handling and filling data of daily and monthly reports.
- Monitoring and ordering stocks from HQ.
- Greetings customers and offering assistance, by explains, answering questions and suggesting the best options to fulfill customer needs, assists customers with purchase decisions.

### Enumerator

December 2020 - February 2021

#### Fakulti Sains Sosial dan Kemanusiaan (UMS)

- Survey personal charged with various research projects by **University Malaysia Sabah (UMS)** including involved in different field such as geography, industrial relations, sociology and anthropology conducted around **Kota Kinabalu, Sabah.**

### Sales Assistant

March 2020 - November 2020

#### Xing Wang Enterprise, KK

- Handling and filling data of daily and monthly reports.
- Monitoring and ordering stocks.
- Greetings customers and offering assistance, by explains, answering questions and suggesting the best options to fulfill customer needs, assists customers with purchase decisions.

### Internship Administration

June 2018 - August 2018

#### Pejabat PERKESO, Wisma PERKESO Kota Kinabalu

- Handling and filling data for new registered company and their workers
- Updating files in system for internal auditing.
- Follow up of contribution active workers that have been registered.

### AWARDS

#### Dean List

- Semester 1 Session 2017/2018 (**CGPA: 3.67**)
- Semester 2 Session 2018/2019 (**CGPA: 3.53**)

### EXTRA CURRICULAR

- Retreat to Telok Melano for Sociology of Development, 2019 - committee members
- Attend Domestic Inquiry and Labour Court Hearings, 2019
- Successful Corporate Leaders, 2019
- Study Trip Programme to Pontianak, Indonesia, 2018
- CIREX Exhibition, 2018 - committee members
- Blood Donation Campaign, 2017 - committee members
- Dikir Barat of Bunga Raya College, 2016
- IRun Integrity, 2016

### PROFESSIONAL SKILLS

- Effective Communication
- Adaptability
- Teamwork
- Problem Solving
- Multitasking
- Leadership Skill
- Fast Learner

### COMPUTER SKILLS

- Microsoft Office (expert)
- Adobe Creative Suite (Photoshop) (intermediate)
- Google Drive (expert)
- Social Media (expert)
- Statistical Package Social Sciences SPSS (intermediate)