



# NUR ADILAH BINTI HARUN

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Beaufort, Sabah

## ABOUT ME

Name: Nur Adilah Binti Harun  
Date of Birth: 20th March 1995  
Nationality: Malaysian  
Marital Status: Single

## SOFTWARE SKILLS

- Microsoft Word (Advanced)
- Microsoft PowerPoint (Advanced)
- Microsoft Excel (Intermediate)
- Windows Movie Maker (Intermediate)

## LANGUAGE COMPETENCY

- Bahasa Melayu (Excellent)
- English (Intermediate)

## Reference

Dr. Dzulzalani Bin Eden  
Lecturer  
Faculty of Social Sciences and  
Humanities  
Universiti Malaysia Sarawak  
edzul@unimas.my

## PROFILE SUMMARY

A social sciences graduate from Universiti Malaysia Sarawak (UNIMAS) who has completed a degree majoring in Industrial Relations and Labour Studies ready to embark upon a career. I am highly determined and willing to learn in order to enhance my skills and knowledge. I would like to be a part of a company where I could use all my experience, knowledge and skills to every task given as well as to gain a new experience to develop and matured.

## WORK EXPERIENCE (INDUSTRIAL TRAINING)

### Ministry of Industrial Development Sabah (June 2018 - August 2018)

#### Administrative Department

- Assisted File and Store Management
- Wrote related Correspondence
- Prepared a video for an event held within the ministry

## EDUCATION BACKGROUND

### Universiti Malaysia Sarawak (2016 - 2019)

Bachelor of Social Sciences (Hons) Industrial Relations and Labour Studies

- CGPA: 3.23

### SMK Gadong, Beaufort (2008 - 2014)

#### Sijil Tinggi Persekolahan Malaysia (STPM)

- CGPA: 2.67

#### Sijil Pelajaran Malaysia (SPM)

- 1A 1A- 3B+ 2C+

## CO-CURRICULAR ACTIVITIES

### Aug. 2016 - May 2019

- Participated in Occupational Safety & Health Night Run
- Attended Domestic Inquiry and Labour Court Hearings
- Attended MASS CPR Awareness and Training Programme
- Attended Successful Corporate Leader's talk

### June 2013 - April 2015

- Attended the course of Word Processing (MS Word) Level 1
- Attended the course of Spreadsheet (MS Excel) Level 1 & 2
- Attended 'Perkampungan Menara Gading 2014 (MENARA '14)'
- Committee member of 'Karnival Sukan 1M1S'
- Volunteered in 'Kejohanan Balapan dan Padang (KEBAPA) ke-44'
- Participated in 'Hari Merentas Desa Peringkat Sekolah'
- Attended Youth Seminar in conjunction with Malaysia Day 2013

### Jan. 2008 - Nov. 2012

- Attended Student Leadership Camp
- Participated in Choral Speaking Performance
- Represented school in Choral Speaking Competition Beaufort District Level
- Participated in Science & Mathematics Quiz