

Nurfarahanis Adilah bt Azmi

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Batu Caves, Selangor



SKILLS

- Time management
- Detail-oriented
- Problem- solving
- Microsoft office
- SPSS
- Video editing
- Fluent in English and Malay
- Fair in Arabic and Korean

EXPERIENCE

Rental Agent, I.Make.Room, KI (July 2020- Sept 2020)

- Secured an average of 10 rental agreements per the term of contract reaching monthly target.
- Contracted with tenants by negotiating leases and collecting security deposit.
- Verified that 100% of tenant complaints and reports are resolved promptly and appropriately to maintain the company rate above 4 stars.
- Processed payments and documented account charges for financial accuracy and transparency.

Admin Assistant, Majlis Perbandaran Selayang (Internship) (July 2019- Sept 2019)

- Assigned under a sub-unit (Integrity unit) of HR department.
- Expertly handled all office duties while multitasking and providing exceptional customer service while answering busy phone lines and preparing memos and letters accurately.
- Adhered to protect employee infraction and government regulations regarding data oversight, and confidentiality to promote overall information security in documentation disciplinary records.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.

Retail Associate, Toys R Us (Reason of leaving: Further study) (Jan 2014- March 2014)

- Completed point of sale transactions for an average of 100 daily customers amounting to approximately RM 3,000 per day.
- Audited toy merchandise inventories to maintain quality assurance in ensuring a maximum of only 0.7% defect rate.
- Verified that 100% of tenant complaints and reports are resolved promptly and appropriately.
- Accomplished financial objective by collecting rents.

EDUCATION

Bachelor of Psychology (Honours), International Islamic University Malaysia, Gombak 2016-2020

- Final Year Project – “Homesickness, Adjustment to new environment and Academic Motivation”
- Comprehensive understanding of human behavior and mental processes acquired by taking subjects as Personality Psychology, Cognitive Psychology, Social Psychology and more.
- Polished to be an all-rounder enrolling into broad range of subjects like Fiqh, Political Science, Mass communication and Sociology to name but a few.
- Exposed to educational writing and nature of research data collection and basic interpretation of data through Research Method, Statistics and Creative thinking and Problem-solving subjects.

EXTRA CURRICULAR ACTIVITIES

- Engulf in giving back to community and humanitarian aid, among the programs joined:
 1. Groomed on Child Sexual Abuse prevention symposium by NGO; Monsters Among Us.
 2. Co-ordinated a tutor program with Buku Jalanan Chow Kit.
 3. Outreach program in Kg. Orang Asli Leryar Cameron Highlands
 - Worked collaboratively with all facilitators to plan and execute events with the families.
 - Actively correspondent and executed opportunities to build family bonding and fostering camaraderie.
 4. Main committee for World Mental Health Week in campus.
 - Prepared various programs to end the stigma towards mental health issues.
 - Permeated the spirit of mental well-being throughout the campus community.
- Exhibit a vehement passion in photography and videography:
 1. Executed the social media account for national level event in collaboration with Pergerakan Puteri Islam Malaysia (PPIM).
 2. Consolidated multiple events occurred simultaneously during Psychology Day in campus display of a great work ethic, time management, sense of urgency, task priority, etc.
- Sport enthusiast
 1. IIUM Sports Carnival- Handball
 2. Co-Curricular sport - Swimming

REFERENCES

Mohamad Faiz Bin Omar
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