

NUR FATIN SAFA BTE MOHAMMAD ZAIN

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Tampines Street 21, Block 257, #03-200
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Able to start work from 5th December 2018 and onwards.



Objective

To acquire working experience through this part-time position.

Highlights of Qualification/Skills

- Experienced in organizing and administrative work due to positions held in Co-Curricular Activities during Secondary School.
- Experienced in dealing with clients due to previous part-time jobs in the Customer Service Sector.
- Experienced in data handling, organizing and dealing with children aged 3 to 8 due to tasks assigned during Student Internship Programme.
- Eager and willing to learn and grow as an employee.
- Cooperative, easy-going and a team player.
- Reliable and committed to get the job done.

Notable Accomplishments

2016 - Current	Recipient of the Mendaki Special Bursary (Polytechnic)
2016	Recipient of the AMP Bursary
2015	Outstanding Service Award (Einstein House Captain)

Work Experiences

September 2018 – November 2018	Yayasan MENDAKI (Intern)
November 2017 – May 2018	H&M Group (Retail Sales Assistant)
February 2016 – June 2017	Gelare Cafe (Server)

Other Experiences

November 2017 – January 2018	Community Psychology Project (Muhammadiyah Welfare Home)
November 2016	Family Excellence Circles (FEC) Family Day (Volunteer)
October 2016	Brunch with Mendaki (Child Minder)
March 2016	Mendaki 35 th Anniversary (Volunteer)
June 2015	Service Learning Trip (Cambodia)

Education Background

2016 – Current	Temasek Polytechnic Diploma in Psychology Studies
2012 – 2015	Tanjong Katong Secondary School L1R4: 7 Distinctions in English, Elementary Mathematics, Combined Humanities, Malay Language, and Science (Physics/Chemistry)

Language & Technical Proficiency

<u>Language</u>	<u>Spoken</u>	<u>Written</u>
English	Fluent	Good
Malay	Fluent	Good

Software/System

Microsoft Office (Word/PowerPoint/Excel)	Good
SPSS Statistics Software	Proficient