**Nurul Jannah Binti Abdul Kadir**

|  |  |
| --- | --- |
|  |  |
| Date of Birth : | 29th October 1986 |
| Permanent Address :  Contact Number :  E-mail : | 411 Lengkok Sungai Gelugor 2,  11700, Gelugor,  Pulau Pinang, Malaysia.  +6012-4317867 (mobile)  60-04-6594993 (home)  jana\_ammik@yahoo.com |

Qualification

**Bachelor's Degree of Linguistics/Languages** *Graduation Date: Sept 2012*

Major : English

Institute/University : Universiti Sains Malaysia (USM), Malaysia

Grade : 3.18/4

**Diploma of Education/Teaching/Training** *Graduation Date: Dec 2008*

Major : English

Institute/University : Management & Science University (MSU), Malaysia

CGPA : 3.81/4

**Certification**

Sijil Penilaian Komputer Dalam Pendidikan (2001)

Diploma In Education TESL (2008)

Degree in English Language and Literature Studies (2012)

Working Experinces

**1. Sekolah Rendah Kebangsaan Seksyen 6, Shah Alam (2007)**

Industry: Education

* Served as an English practical teacher for 3 months.
* Prepared English assignments reviewed and corrected all homeworks with an emphasis on providing feedback to each student.
* Involved in school cu-curricular activities

**2. Kumon Asia & Oceanic Pte Ltd, Sungai Ara, Penang (2008)**

Industry: Education

* Served as an assistant English teacher for 6 months.
* Guide and coach students of higher and lower levels of English.
* Marked and recorded student’s worksheets by updating the students study plan and projection graph.

**3. I-Yuno Media Group (Since November 2012)**

Industry: Media/Communication

* Currently working as a translator for Astro channels like Discovery Channel, FOX, Lifetime, AXN, HBO-RED, HBO-HBO, WHC and much more.
* Translating English to Bahasa Malaysia using advance company software called MediaTrans 3.0.
* Uploading and editing every translation using online based software called IYUNO iMTrax.

Extra Curricular / Co-curriculum activities

|  |  |
| --- | --- |
| **Year** | Activities |
| **2012** | Participated in a literature conference on an analysis of “ The Work of Hanif Kureishi” in University of Roehampton, London. |
| **2012** | Committee member in National Research and Innovation Competition (NRIC), USM |
| **2012** | Committee member in University Ambassador, USM |
| **2011** | Head of Department for Adjudication in the preliminary round of National Research and Innovation Competition (NRIC) |
| **2011** | Participant in Pimpin Siswa Lanjutan Siri 1: Modul Ketahanan Diri, USM |
| **2011** | Participant in Pimpin Siswa Lanjutan Siri 2: Modul Pembangunan Kendiri, USM |
| **2011** | Participant in Program Bina Negara Bangsa (PEMBINA) |
| **2011** | Secretary in English Language Society (ELS), USM |
| **2011** | Project director in English Language Society’s Gala Night, USM |
| **2011** | Student representative in a session with Universiti Sains Malaysia’s vice chancellor |
| **2011** | Project director in Annual Grand Meeting for English Language Society, USM |
| **2011** | Participant in Co-curriculum Day in Teluk Bahang, USM |
| **2010** | Participant in 3 Nights for Ladies Workshop, USM |
| **2010** | Participant in Pimpin Siswa Siri 3 |
| **2010** | Participant in School of Humanities |

Skills, Personality and Interests

**Languages**

(**Proficiency**: 0=**Poor** - 10=**Excellent**)

Language Spoken Written

-------------------------------------------------------------------------------------

Bahasa Malaysia 10 10

English 10 10

**Skills**

* Excellent written and verbal communication skills, with the ability to convey subject material in an accessible and compelling manner.
* Computer skills: MS Word, Excel, Power Point, Media Trans 3.0, IYUNO iMTrax, Internet (research & navigation)

**Personality and Interest**

* A highly energetic and self-directed individual in terms of work, gaining new knowledge and experiences.
* Strong leadership qualities and the ability to manage challenges in either group works or in community of diverse background.
* Greatest passion will be on contributing to the community using the skills I have especially in the field of English. I am very committed to any responsibilities that are trusted to me. I will make sure to keep my knowledge up-to-date in any fields required.

References

|  |  |  |
| --- | --- | --- |
| Name | : | Ms. Joan Kan |
| Telephone No. | : | +[+60-12-381-0301](tel:%2B60-12-381-0301)/ +603-2681-0133 |
| Position | : | Operations Manager | i-Yuno Malaysia |
| Company | : | i-Yuno Malaysia |
| Relationship | : | Manager |
| Name | : | Dr. Agnes Liau Wei Lin |
| Telephone No. | : | 60- 04- 6533338 |
| Email | : | agnes@usm.my |
| Position | : | University lecturer DS45 |
| Company | : | Universiti Sains Malaysia (USM) |
| Relationship | : | Mentor |