



**REZA ELAINE  
CZAREVNA BINTI  
REDZAWAN**

BACHELOR OF SCIENCE  
(HUMAN DEVELOPMENT) UPM

**OBJECTIVE**

Seeking a position within a dynamic working environment which offers a wider exposure in various areas of work. My diverse working experience has enabled me to be flexible with various areas of working positions. Given the opportunity, I would be honored to contribute to your esteemed organisation whilst enhancing my skills and knowledge.

**CONTACT INFO**

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012-2151846

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ADDRESS

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Kapas, Kuala Terengganu 21100,  
Terengganu

**EDUCATION**

**BACHELOR OF SCIENCE (HUMAN DEVELOPMENT) – 1999 to 2003**

**UNIVERSITY PUTRA MALAYSIA (UPM) – Serdang, Selangor**  
Graduated with Second Class Honours, 2.5/4.0

**MATRICULATION IN MUSIC – 1997 to 1998**

**UNIVERSITY PUTRA MALAYSIA (UPM) – Serdang, Selangor**  
Graduated with CGPA 2.5/4.0

**SIJIL PELAJARAN MALAYSIA (SPM) – 1993 to 1997**

**SEKOLAH MENENGAH KEBANGSAAN CONVENT TAIPING – Perak**

Graduated with Grade 1, Aggregate 18

**WORK EXPERIENCES**

**MALAYSIA AIRLINES BERHAD – Kuala Lumpur**

**FLIGHT STEWARDESS FOR CHARTERED & HAJJ FLIGHT**

**Duration**

Sept 2010 to Jan 2011

**Specialization**

- Demonstrating the use of emergency and safety equipment.
- Serving beverages, meals and snacks.
- Providing additional assistance to passengers with special needs.
- Reassuring passengers during aircraft turbulence.
- Administering First Aid and medical care if required in the case of an emergency.
- Providing instruction, including emergency evacuation procedures to passengers.

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## SKILLS & COMPETENCIES

### LANGUAGES

Bahasa Malaysia  
and English  
(written & spoken).

### COMPUTER & ICT

Microsoft Word and PowerPoint.

### RESEARCH

Sufficient knowledge and  
mastery through the  
development of concepts and  
ideas.

### GENERAL ADMINISTRATIVE WORK

Sufficient knowledge in the use  
of photocopying, scanning,  
faxing, scheduling  
appointments, answering  
phones, greetings visitors and  
the preparation of bundle of  
documents.

### COLLABORATION SKILL

Thrives within a team-oriented  
setting by working effectively  
and communicate well with  
others.

### ORGANISATIONAL

Possess good time management  
skills and systematic in managing  
workloads.

## **TECHNOLOGY PARK MALAYSIA CORPORATION SDN BHD – Bukit Jalil, Kuala Lumpur**

### **EXECUTIVE CORPORATE COMMUNICATIONS**

02/2008 to 09/2010

#### **Specialization**

- Project Manager, CSR Projects, Advertising and Promotions.
- Implementation and execution of Corporation Communications' strategy and initiatives.
- Organize and manage events as Project Manager.
- Involve in CSR projects, advertising and promotions of the company.
- Examples of events that I had planned, executed and managed include trade shows/exhibitions, political events, company product launches, grand opening ceremony, fairs and festivals, family celebrations & parties, conferences, seminars & conventions and charity fundraising events.

## **TECHNOLOGY PARK MALAYSIA CORPORATION SDN BHD – Bukit Jalil, Kuala Lumpur**

### **EXECUTIVE HUMAN CAPITAL**

11/2007 to 02/2008

#### **Specialization**

- Attended to recruitment and selection process.
- Liaised closely with advertisement agency for recruitment needs.
- Drafted and strategically placed advertisements in newspaper online and website.

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## AWARD / ACHIEVEMENT

World's Best Cabin Staff 2003,  
2004 & 2007.

Received a few of complimentary letters from passengers on my exceptional performance and contribution towards excellent in-flight service.

## COURSES / SEMINARS ATTENDED

Cabin Crew Certificate:  
organized by MAS.

Memo & ICMS Course:  
organized by MAS.

How to Manage Corporate  
Events Successfully:  
organized by TPM.

Taming the Time Monster – Time  
Management & You:  
organized by TPM.

Executive Talk - Keseronokan  
Bekerja:  
organized by MOSTI.

How to Manage Corporate  
Events:  
organized by Quest Group and  
Events Mastery.

- Arranged and organized appointments for interview session with potential candidates as well as department head concerned.
- Undertook documentation function, perform data analysis, administration and communication activities.
- Kept confidential information while maintaining good working relations with the entire organization.
- Maintained good relationship with relevant government authorities.
- Assisted the department head in all human capital related matters.

## **MALAYSIA AIRLINES BERHAD – Kuala Lumpur**

### **FLIGHT STEWARDESS**

#### **Duration**

Apr 2003 to Nov 2007

#### **Specialization**

- Demonstrating the use of emergency and safety equipment.
- Serving beverages, meals and snacks.
- Providing additional assistance to passengers with special needs.
- Reassuring passengers during aircraft turbulence.
- Administering First Aid and medical care if required in the case of an emergency.
- Providing instruction, including emergency evacuation procedures to passengers.