



NUR HAZIMAH

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4485, Jalan Sri Putri 18/2, Taman Putri Kulai, 81000, Kulaijaya, Johor

OBJECTIVES

Proficient in overseeing event coordination and achieving set goals, understanding marketplace needs and preparing a proper documentation for organization.

EXPERIENCE

2/2018 - 6/2018

Intern as a Secretary

At **Protemp Exhibitions and Conferences Sdn Bhd**

Filing, documenting, lettering, e-mailing clients, payment chasing, managing calls and printing badges at registration counter of Malaysia Technology Expo (MTE) 2018

8/2018 - 11/2018

Advertiser/Promoter (Bronze Pin Leader)

At **Optimo Orinsgroup International Sdn Bhd**

Promoting products, leading and motivating team, improving communication with customers, and targeting future personal and team objectives.

9/2019 - 12/2019

Artis Budaya (Dancer)

At **Persatuan Penggiat Seni Zapin (Pe-zapin)**

Dancing in events and perform traditional dances in various events, promoting Pe-zapin via social media, and setting costumes, accessories and dance props, self-grooming.

QUALIFICATIONS

6/2015 - 6/2018

Bachelor Degree in Event Management (Hons) - First Class

From **UiTM Selangor (Puncak Alam Campus)**

6/2013 - 1/2015

Diploma in Business Studies

From **Unifield International College, Alor Gajah, Melaka**

4/2008 - 4/2012

Sijil Pelajaran Malaysia (SPM)

From **SMK Bandar Putra, Kulaijaya, Johor**

SKILLS

Technical Skills

Choreographing, photo and video editing

70%

Management Skills

- ☒ Event staging and program development, event sales, marketing and promotion, event risk management, documentation

PROJECTS

5/2017 - 5/2017

Pasar Allteammate - Allteammate Torch Light Run - Program Development Manager

https://www.instagram.com/p/BUHZI_ujnc/?utm_source=ig_web_copy_link

Create event content, close deals with clients, preparing terms and conditions, ordering race packs (jerseys, medals, certificates, etc), promoting run event on social media and door-to-door marketing.

11/2017 - 11/2017

Rollin' Vibes - Program Development Team and Stage Manager

<https://instagram.com/rollinvibes17?igshid=10nx5wft80g0z>

Creating event content, closing deals with supporting organizations for collaborations and sponsorship, inviting local performers and local vendors, managing stage and crowd during performances.

2/2018 - 2/2018

Malaysia Technology Expo 2018 - Secretary

<https://mte.org.my/>

An annual international exhibitions that hosted hundreds of inventions, ideas and designs by inventors, innovators, entrepreneurs and designers from around the world.

ACHIEVEMENTS

3/2016

Anugerah Naib Chanselor (ANC Award)

From **Universiti Teknologi Mara**

An award for successfully achieving Dean List Award each semester from 2013 to 2015

LANGUAGES

☒ **Malay Language**
Expert

☒ **Hindi Language**
Basic

☒ **English Language**
Intermediate

INTERESTS

Managing Corporate, Sports,
and Leisure Events

Choreographing Traditional
and Modern Dance and
Dance for Fitness

Managing Administration
Work Tasks

PERSONAL INFORMATION

Father's Name AB RAHMAN

Nationality Malaysian

Marital Status Single

Date Of Birth 24/8/1995

Religion Islam

National ID Card 950824015408

REFERENCES

Request On Demand