



SITI ATIKAH

BINTI MAT NASIR

To utilise my knowledge and skills in counselling with an established organisation that offers new challenges and opportunities to grow.

CONTACT



90-c Jalan Alur Tembesu
23000 Dungun, Terengganu.



atikahnasir3101@gmail.com



01125545993

SKILLS

Communication skills: Fluent in Malay and fair in English

Writing skills: Good in Malay and fair in English

Computer skills:

- ✓ Good in Microsoft Words and Microsoft Power Point
- ✓ Fair in Microsoft Excel and SPSS

Soft skills: Able to lead, motivate and communicate with people

REFERENCES

Dr. Kamarul B. Md Shah

Lecturer of counselling

School of Social and Economic Development
University Malaysia Terengganu 21030 Kuala
Terengganu

T: 019-6218141

E: kamarul.shah@umt.edu.my

Dr. Madihah Binti Mohamad Shukri

Lecturer of counselling

School of Social and Economic Development
University Malaysia Terengganu 21030 Kuala
Terengganu

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WORK EXPERIENCE

January 2018 – June 2018: A trainee counsellors about six month at Universiti Malaysia Pahang

- Handle programme “Klinik Kaunseling”
- Handle programme “Al-Fatah Moh Bangkit 3.0”
- Handle programme “Bengkel Asas Fasilitator” at UMP pekan

August 2017: A trainee counsellors about one month at SMK Sultan Sulaiman.

- Handle programme “Hari Bersama Kaunselor”

July 2017: Waitress at restaurant

- To collect the used cups/plates and, utensil’s
- To clean crockery/cutlery/utensils etc.
- To sweep and wash the floor
- To take order from customer

EDUCATION

September 2014 – June 2018: University Malaysia Terengganu, Kuala Terengganu.

Bachelor of Counselling

School of Social and Economic Development

CGPA: 3.08

2012-2013 – Sekolah Menengah Kebangsaan Sultan Omar

Sijil Tinggi Pelajaran Malaysia (STPM)

CGPA: 2.96

2010-2011 – Sekolah Menengah Kebangsaan Seri Dungun

Sijil Pelajaran Malaysia (SPM)

3A’s, 2B’s, 1C’s

Related coursework: Counselling Theory and Psychotherapy, Group Counselling, Ethics and Legislation Issue, Career Counselling, Substance Abuse Counselling, Consultation in Counselling, Personnel Counselling, Multicultural Counselling, Counselling Process, E-Counselling, Appraisals in Counselling.

SOCIETIES/ACTIVITIES

2016 treasure of programme called ‘talk to me, meet your counselor’

- Managed the programme finances
- Provided budget throughout the programme

2014 committee member of the ‘Rasulullah kaunselor teragung’

- Organised forum
- Organised exhibition

PERSONAL QUALITIES

- ❖ **Self-motivated and enthusiastic with strong work ethic**