

Nazneen Shafiqah binti Hj Mohd Rawi



CONTACT INFORMATION

EMAIL

nazneenrawi@gmail.com

ADDRESS

#3, Spg 396-53-64, Kg Jerudong,
Jln Jerudong, Bandar Seri
Begawan, Negara Brunei
Darussalam, BG3122

PHONE

+6738934511

LANGUAGES

English

Advanced

Malay

Intermediate

Mandarin

Intermediate

SKILLS

- Written and verbal communication skills
- Organisational and multi-tasking skills
- Editing and proofreading skills
- Technical skills
- Researching skills
- Report writing skills
- Data analytical skills
- Presentation skills
- Teamwork skills
- Transcribing skills

EXPERIENCE

Fixed Asset Assistant

The Empire Hotel & Country Club

Brunei Darussalam

January-2013 - March-
2013

- Duties and responsibilities:
Binding contracts and tenancy agreements,
finalising and delivering retail invoices,
conducting data analysis, keying in and
updating hotel property inventory, performing
weekly hotel property inspections

Hotel Receptionist

The Empire Hotel & Country Club

Brunei Darussalam

July-2013 - July-2013

- Duties and responsibilities:
Welcoming guests at arrival, checking guests in
and out of hotel rooms, issuing key cards, taking
reservations by telephone or email, preparing
hotel bills, dealing with payments and
transactions, providing guests with information,
answering guests' queries and dealing with
complaints.

Courtesy Caller

UBD Office of Alumni Relations &

Advancement (OARA)

Universiti Brunei

Darussalam

January-2018 -

February-2018

- Duties and responsibilities:
Contacting all listed university graduates via
telephone and e-mail, conducting telephone
surveys and interviews, inputting and updating
individual and confidential data for each
graduate including personal particulars,
academic records and employment status,
assisting graduates on job opportunities after
graduating.

Reporter

New Brunei Daily (Legacy Media)

Brunei Darussalam

February-2018 -

August-2018

- Duties and responsibilities:
Conducting news coverage on national events
and breaking news, collecting, analysing and
updating information of public interest,
broadcasting news on online news & media
website, writing and editing news articles,
writing feature pieces, gathering stories and
information to keep the public informed about
important events, obtaining information and

new stories through vast sources, conducting interviews with authorities, recording, transcribing and analysing data, copywriting, proofreading, editing, social media tasking, researching and investigating facts, conducting community journalism, investigative journalism, captioning photos displayed on the website.

Research Officer / Content Writer

Azimuth Sdn Bhd

Brunei Darussalam

August-2018 -

February-2019

- Duties and responsibilities:
Conducting vast research to provide website content and information, updating content on website, performing social media tasking for national events, conducting coverage of events to update on social media.

English Teacher

Sekolah Rendah

Bengkong, Kluster II

Brunei Darussalam

February-2019 -

Currently

- Duties and responsibilities:
Teaching Year 1 and Year 6 English, creating and preparing weekly lesson plans, conducting lesson activities with students, preparing and providing class resources, preparing and marking school worksheets for classwork and homework, creating class tests/quizzes, creating and reinforcing classroom rules, controlling and managing student behaviour, assessing and tracking students' performance and progress, conducting one-on-one teaching sessions for low ability students, conducting extra classes, preparing exam papers, marking school-based exams, preparing final scores, submitting student academic records, relieving/substitute teaching classes, co-teaching, team-teaching, participating in school activities, organising monthly school activities and events, attending monthly coaching sessions with Local and International coaches, attending monthly school-based and nation-based Professional Development (PD) programs at the Brunei Darussalam Teaching Academy (BDTA).

EDUCATION

GCSE 'O' Level
Seri Mulia Sarjana
Secondary School
Brunei Darussalam
2010

- Achieved 8 O's - English, Bahasa Melayu, Mathematics, Geography, History, Combined Science, Islamic Religious Knowledge (IRK), Computer Studies.

GCSE 'AS' Level
& 'A' Level
Katok Sixth Form
Centre (PTEK)
Brunei Darussalam
2012

- General Paper - B
Psychology - B
Sociology - B
History - D

Bachelor of Arts
(Hons) in English
Linguistics
Universiti Brunei
Darussalam (UBD)
Brunei Darussalam
2017

- Graduated with Upper Second Class Honours, Dean's List, 2014 - 2017, GPA 4.21

Bachelor of Arts
(Hons) in English
Linguistics
Universiti Malaya
(UM)
Kuala Lumpur,
Malaysia
2016

- Student Exchange Programme for 1 semester as part of UBD Discovery Year (DY) Programme

Bachelor of Arts
(Hons) in
Linguistics
University of
Bristol
Bristol, United
Kingdom
2016

- Student Exchange Programme as part of UBD Discovery Year (DY) Programme

CERTIFICATES & COURSES

The Fourth SHARE Police Dialogue, ASEAN and EU Quality Assurance Network

The First ASEAN Student Mobility Forum

REFERENCES



Siti Hajar Mahathir
Senior Journalist
+6738843860
sitih.mm@gmail.com



Haji Waleed Mahdini
Senior Journalist & Managing Editor
+6738936537
waleedmahdini@gmail.com