

# HAJAH NUR HIDAYAH BINTI HAJI ISMAIL

## HUMAN RESOURCE EXECUTIVE



+673 8888405



hidayah.hjismail@gmail.com

### CAREER HIGHLIGHTS

#### BACKGROUND

D.O.B: 16 August 1990  
Address: Kampong Kapok,  
Jalan Muara. Negara Brunei  
Darussalam

#### PROFILE

A dynamic and talented HR with few years of experience in Recruitment, Performance Management, Employee Welfare and Administration. Competent and experience in implementing best practices and building successful HR Department.

#### SKILLS

Budgeting  
Communication  
Listening  
Multi-Tasking  
Organizational  
Planning  
Time-Management

#### LANGUAGE

Malay  
English  
Basic Korean  
Basic Mandarin

#### REFERENCES

Upon request

2017 - Current

**GroMinda Group | Human Resource Executive**

- Internal & External Recruitment
- Project manager for Plus EXP Website (Beta-Testing Phase) and Outsource HR
- CV consultation
- Liaised with institutions in Brunei
- Internal HR (i.e. creating Employee Handbook, Internship Agreement, staff performance assessment, attendance and leaves, exit interview, planning and tracking staff training)

2015 - 2016

**Sweet as Sara Restaurant | Administrative Assistant/  
Acting Restaurant Manager / Acting Training &  
Development Supervisor**

- Basic Accounting of tracking and updating expenses
- HR related tasks, i.e. recruitment, training, payroll, attendance, duty rosters
- Creating Competency-Based Framework
- Organised & administer training workshops
- General office administration and management
- Supervisory role, maintaining efficient operation

2013 - 2014

**Universiti Utara Malaysia | Intern**

- Event manager
- Calculating and checking budget
- Exposure to daily operation
- Project report on training programs
- General office administration and management

### EDUCATION

2016 - 2017

**MSc Business with Human Resource Management**  
Northumbria University, United Kingdom  
**Passed with Commendation**

2011 - 2015

**Bachelor of Business Administration**  
Universiti Brunei Darussalam  
**Second Class Honours (CGPA 3.05)**

2013 - 2014

**Exchange & Study Abroad Program**  
Ewha Womans University, Seoul South Korea  
**CGPA 3.75**

2010 - 2011

**Foundation Program, UniBridge**  
Universiti Brunei Darussalam  
**CGPA 3.8**



مجلس كبحسان فاعرافن كلوسن  
نكار بروني دارالسلام

BRUNEI DARUSSALAM  
NATIONAL ACCREDITATION COUNCIL

Rujukan Kami :  
Our Reference :

KP/MKPK/UK/182 Pt.5 (1.i.a)

23 Rabiulakhir 1438  
21 Januari 2017

Yang Mulia  
Dayang Nur Hidayah binti Haji Ismail  
No.9, Simpang 491, Kampong Kapok  
Jalan Muara BT 2328  
Negara Brunei Darussalam

Dayang,

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

### PENGIKTIRAFAN KELULUSAN :

#### MASTER OF SCIENCE IN BUSINESS WITH HUMAN RESOURCE MANAGEMENT DARI UNIVERSITY OF NORTHUMBRIA AT NEWCASTLE, UNITED KINGDOM

Dengan hormatnya sukacita merujuk surat permohonan Dayang bertarikh 19 Januari 2017 berhubung dengan perkara tersebut di atas.

Berasaskan ketetapan yang pernah dibuat oleh Majlis Kebangsaan Pengiktirafan Kelulusan (MKPK), Negara Brunei Darussalam dan dengan mengambil kira maklumat yang Dayang sertakan dalam surat yang dirujuk, dengan ini dimaklumkan bahawa kelulusan *masters* yang Dayang miliki seperti tersebut di atas adalah diiktiraf sebagai sebanding dengan kelulusan di **Tahap 7 Ijazah Sarjana dalam Kerangka Kelayakan Brunei Darussalam [Brunei Darussalam Qualifications Framework (BDQF) Level 7 Master's Degree]**.

Sekian yang dapat disampaikan.

وَالسَّلَامُ

*"Integriti Tingkatkan Kewibawaan Pengurusan"*

[ AWANG JULAIHI BIN MOHAMAD / MOHAMAT ]

Pmk. Setiausaha Kerja  
Majlis Kebangsaan Pengiktirafan Kelulusan  
Negara Brunei Darussalam

SEO1



UNIVERSITY of NORTHUMBRIA  
at NEWCASTLE

NUR HIDAYAH BINTI HAJI ISMAIL

has been awarded the degree of

MASTER OF SCIENCE  
with COMMENDATION

in

BUSINESS WITH HUMAN RESOURCE MANAGEMENT

3rd November 2016

*Andrew Wathey*

Professor Andrew Wathey  
Vice-Chancellor

*M. New*

Maggie New  
Academic Registrar



# Student Module Record Form (SMRF)

Name : HAJI ISMAIL, NUR HIDAYAH BINTI	Student ID : 15031988/1	PAB Decision <b>Continue to dissertation.</b>
Course : MASTER OF SCIENCE BUSINESS WITH HUMAN RESOURCE MANAGEMENT	Year : 2015/6	
Mode : Full time according to Funding Council definitions	Location : Newcastle upon Tyne	
Block : 11	Occurrence : BN	

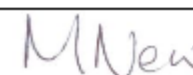
Module	Year	Sem or YL	Level	Credit Value	Component	Comp Mark	Comp Grade	Comp Weight	Module Mark	Module Grade	Credits Awarded
<b>NX0472 Developing Global Management Competencies I</b>	<b>2015/6</b>	<b>SEM1</b>	<b>7</b>	<b>20</b>	Group Presentation (20 mins)		GP	0	<b>56</b>	<b>P</b>	<b>20</b>
					Individual Assignment – 3000 words	56	PX	100			
<b>NX0474 Strategic Management for Competitive Advantage</b>	<b>2015/6</b>	<b>SEM1</b>	<b>7</b>	<b>40</b>	Group Assignment – 1500 words	70	PX	20	<b>63</b>	<b>P</b>	<b>40</b>
					Individual Assignment – 1000 words	55	PX	20			
					Individual Assignment – 4000 words	63	PX	60			
<b>HR4038 HRM in Practice</b>	<b>2015/6</b>	<b>SEM2</b>	<b>7</b>	<b>20</b>	45 minute short answer unseen exam	58	P	20	<b>61</b>	<b>P</b>	<b>20</b>
					3000-word assignment.	62	P	80			
<b>HR4043 Organisational Behaviour and Practice</b>	<b>2015/6</b>	<b>SEM2</b>	<b>7</b>	<b>20</b>	Poster Presentation	69	P	20	<b>60</b>	<b>P</b>	<b>20</b>
					3000 Word Assignment	56	P	80			
<b>NX0473 Developing Global Management Competencies II</b>	<b>2015/6</b>	<b>SEM2</b>	<b>7</b>	<b>20</b>	LinkedIn Profile		GP	0	<b>62</b>	<b>P</b>	<b>20</b>
					Group Presentation (20 mins)	46	R	50			
					Individual Assignment – 2000 words	77	P	50			

Please note: All marks are provisional until confirmed by the Examination Board

The pass mark for undergraduate modules (level 6 and below) is normally 40%; the pass mark for postgraduate modules (level 7) is normally 50 %

Information on component and module grades is provided in the Student Module Record Form (SMRF) – Guide for Students which can be accessed from the Northumbria University website at <http://www.northumbria.ac.uk/sd/central/ar/qualitysupport/assess/assproc/assdocstud/> "

Maggie New -  
Academic Registrar





# Student Module Record Form (SMRF)

Name : <b>HAJI ISMAIL, NUR HIDAYAH BINTI</b>	Student ID : 15031988/1	Award  <b>MSC</b>  <b>with COMMENDATION</b>
Course : MASTER OF SCIENCE BUSINESS WITH HUMAN RESOURCE MANAGEMENT	Year : 2016/7	
Mode : Full time according to Funding Council definitions	Location : Newcastle upon Tyne	
Block : 12	Occurrence : BN	

Module	Year	Sem or YL	Level	Credit Value	Component	Comp Mark	Comp Grade	Comp Weight	Module Mark	Module Grade	Credits Awarded
<b>NX0472 Developing Global Management Competencies I</b>	<b>2015/6</b>	<b>SEM1</b>	<b>7</b>	<b>20</b>	Group Presentation (20 mins)		GP	0	<b>56</b>	<b>P</b>	<b>20</b>
					Individual Assignment – 3000 words	56	PX	100			
<b>NX0474 Strategic Management for Competitive Advantage</b>	<b>2015/6</b>	<b>SEM1</b>	<b>7</b>	<b>40</b>	Group Assignment – 1500 words	70	PX	20	<b>63</b>	<b>P</b>	<b>40</b>
					Individual Assignment – 4000 words	63	PX	60			
					Individual Assignment – 1000 words	55	PX	20			
<b>HR4038 HRM in Practice</b>	<b>2015/6</b>	<b>SEM2</b>	<b>7</b>	<b>20</b>	45 minute short answer unseen exam	58	P	20	<b>61</b>	<b>P</b>	<b>20</b>
					3000-word assignment.	62	P	80			
<b>HR4043 Organisational Behaviour and Practice</b>	<b>2015/6</b>	<b>SEM2</b>	<b>7</b>	<b>20</b>	Poster Presentation	69	P	20	<b>60</b>	<b>P</b>	<b>20</b>
					3000 Word Assignment	56	P	80			
<b>NX0473 Developing Global Management Competencies II</b>	<b>2015/6</b>	<b>SEM2</b>	<b>7</b>	<b>20</b>	LinkedIn Profile		GP	0	<b>64</b>	<b>P</b>	<b>20</b>
					Group Presentation (20 mins)	51	P	50			
					Individual Assignment – 2000 words	77	P	50			
<b>NX0475 Academic and Professional Development</b>	<b>2015/6</b>	<b>YL</b>	<b>7</b>	<b>0</b>	Reflective Learning Statement -1000 words		GP	100		<b>P</b>	<b>0</b>
<b>NX0480 The Newcastle Business School Masters Dissertation</b>	<b>2015/6</b>	<b>YLSEM 2</b>	<b>7</b>	<b>60</b>	Research proposal, 3000 words	55	P	15	<b>61</b>	<b>P</b>	<b>60</b>
					Research dissertation, 15000 words	62	P	85			

Please note: All marks are provisional until confirmed by the Examination Board

The pass mark for undergraduate modules (level 6 and below) is normally 40%; the pass mark for postgraduate modules (level 7) is normally 50%

Information on component and module grades is provided in the Student Module Record Form (SMRF) – Guide for Students which can be accessed from the Northumbria University website at <http://www.northumbria.ac.uk/sd/central/ar/qualitysupport/assess/assproc/assdocstud/>

Maggie New -  
Academic Registrar







بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
يُونِيسِيٓتِي بُرُونِي دَارُالْإِسْلَامِ

UNIVERSITI BRUNEI DARUSSALAM

دَغْن اِين دصحن بهاوا

This is to certify that

**DYG NUR HIDAYAH BINTI HAJI ISMAIL**

ستله ممنو هي سڭالا شرط دان لولوس قُقر يقساءن يڠ دتتقن اوليه يونيورسيتي  
اداله دتريما سباڭاي قمُغ

having fulfilled all requirements and passed the examination as prescribed by the University  
is hereby awarded

اجازه سرجان مودا قُرنياڭان

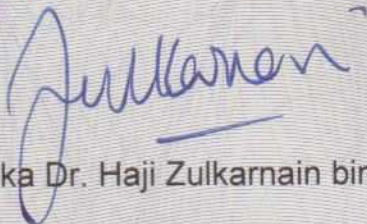
BACHELOR OF BUSINESS

كفوجين كلس ١١ باوه

Lower Second Class Honours

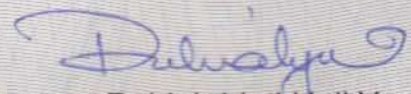
١٤ ربيع الآخر ١٤٣٦ / ٤ فيبرواري ٢٠١٥

4 February 2015 / 14 Rabiulakhir 1436



Dato Paduka Dr. Haji Zulkarnain bin Haji Hanafi

نائب چنسلور  
VICE-CHANCELLOR



Dayang Rubiah binti Haji Yacub

قندفتر دان ستياوسها  
REGISTRAR AND SECRETARY







### INFORMATION OF THE STUDENT

Name: DYG NUR HIDAYAH BINTI HAJI ISMAIL  
Registration number: 10B8444  
Identification card number: 01-041749

### PROGRAMME DETAILS

Degree awarded: Bachelor of Business  
Major: Business Administration  
Degree classification: Lower Second Class Honours  
Conferment date: 04-Feb-2015  
Mode of study: Full Time  
Date first registered: 06-Jan-2011  
Final cGPA: 3.05  
Accumulated MCs: 142

#### Academic Session 2010/2011 Semester 2

Modules Taken	Modular Credit	Grade	Remark
BB-1102 BUSINESS STATISTICS	4	D	
BB-1403 CORPORATE COMMUNICATION	2	C+	
HS-1411 WOMEN'S HEALTH	2	B+	
LM-1401 ELEMENTARY MANDARIN I	4	B+	
PB-1501 MIB	4	B	
GPA:			3.13

Academic Status : Active

#### Academic Session 2011/2012 Semester 1

Modules Taken	Modular Credit	Grade	Remark
AT-1401 TOURISM : CONCEPTS AND MODELS	4	C	
BB-1104 PRINCIPLES OF BUSINESS AND MANAGEMENT	4	B	
BE-1101 PRINCIPLES OF ECONOMICS	4	B	
HS-1405 FIRST AID AND BASIC LIFE SUPPORT	2	B+	
LE-1503 STRATEGIC COMMUNICATION SKILLS FOR UNIVERSITY AND PROFESSIONAL LIFE	4	C	
GPA:			3.11

Academic Status : Active

#### Academic Session 2011/2012 Semester 2

Modules Taken	Modular Credit	Grade	Remark
BB-1103 INFORMATION SYSTEMS CONCEPT	4	B	
BB-2203 ENTREPRENEURSHIP AND NEW VENTURE CREATION	4	C	
BB-2204 MARKETING MANAGEMENT	4	B	
BP-2402 PUBLIC SECTOR MANAGEMENT	4	C+	
PB-3403 INDUSTRI TRADISI BRUNEI	4	B+	
GPA:			3.30

Academic Status : Active







Academic Session 2012/2013 Semester 1

Modules Taken

BA-2201	INTRODUCTION TO ACCOUNTING
BB-2201	BUSINESS LAW
BB-2205	ORGANISATIONAL BEHAVIOUR
BB-4201	MANAGEMENT INFORMATION SYSTEMS
BP-1101	GOVERNMENT, BUSINESS AND SOCIETY

Modular Grade Remark  
Credit

4	B+
4	B
4	B+
4	C+
4	C+

GPA: 3.42

Academic Status : Active

Academic Session 2012/2013 Semester 2

Modules Taken

10930	BEHAVIOR OF ANIMALS
10980	KOREAN 1
34883	SOLID WASTE MANAGEMENT AND TREATMENT

Modular Grade Remark  
Credit

4	B	SAP
8	B	SAP
4	A	SAP

GPA: 3.75

Academic Status : Active

Academic Session 2013/2014 Semester 1

Modules Taken

DW-3001	INTERNSHIP
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Modular Grade Remark  
Credit

16	Satisfactory
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GPA: .00

Academic Status : Active

Academic Session 2013/2014 Semester 2

Modules Taken

BA-2303	INTRODUCTION TO ISLAMIC BANKING AND FINANCE
BA-3201	FINANCIAL MANAGEMENT
BB-4202	STRATEGIC MANAGEMENT
BB-4203	BUSINESS ETHICS
BB-4310	E-GOVERNMENT POLICIES AND PRACTICES

Modular Grade Remark  
Credit

4	D
4	C
4	C+
4	D+
4	D+

GPA: 2.25

Academic Status : Active

Academic Session 2014/2015 Semester 1

Modules Taken

BB-3308	SERVICE MARKETING
BB-4306	RETAIL MANAGEMENT
BB-4313	PERFORMANCE MANAGEMENT
SP-3407	INTRODUCTION TO RENEWABLE ENERGY

Modular Grade Remark  
Credit

4	B
4	C
4	C+
4	B

GPA: 3.00

Academic Status : Active

\*\*\* End Of Document \*\*\*



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# *Certificate Of Completion*

EWHA WOMANS UNIVERSITY



OFFICE OF GLOBAL AFFAIRS

This is to certify that

**Nur Hidayah Binti Haji Ismail**

has met all the requirements for successful completion of  
Ewha Womans University's International Exchange & Study Abroad Program,  
during the period of March 01, 2013 - August 31, 2013  
conducted by the Office of Global Affairs.



A stylized, handwritten signature in black ink, likely belonging to Eunice K. Kim, J.D.

Eunice K. Kim, J.D.  
Vice President for Global Affairs  
Ewha Womans University

2013.06.19

Date

# EWHA WOMANS UNIVERSITY

## INTERNATIONAL EXCHANGE & STUDY ABROAD PROGRAM

### OFFICIAL TRANSCRIPT OF CREDIT

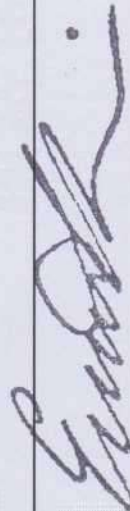
Student ID : IES13150  
Student Name : Nur Hidayah Binti Haji Ismail  
Date of Birth : 1990.08.16  
Home Institution : University of Brunei Darussalam  
Major : Business Administration

1st semester Session, 2013

Course Number	Class Number	Course	Credits	Grade
10930	01	Behavior of Animals	3.0	B
10980	03	Korean 1	6.0	B
34883	01	Solid Waste Management and Treatment	3.0	A-

- 1) Weeks-per-year : 16 weeks make 1 semester and 2 semester make one academic year  
2) Grading system A+(4.3), A0(4.0), A-(3.7), B+(3.3), B0(3.0), B-(2.7), C+(2.3), C0(2.0), C-(1.7), D+(1.3), D0(1.0), D-(0.7), F(0), P(Pass), S(Satisfactory), U(Unsatisfactory)

Comments:



Signature of Vice President, **OGA**  
(Must bear University seal over signature to be official)

Issued by  July 10, 2013

Vice President for Academic Affairs  
Date





8 February 2018

To Whom It May Concern

I have the pleasure of writing this letter of recommendation for Ms.Hjh Nur Hidayah binti Haji Ismail who was a former employee of the Sweet as Sara as our Administration Assistant from approximately 16<sup>th</sup> December 2016 until 31<sup>st</sup> October 2017, for 11 months.

Sweet as Sara is a Food and Beverage Company currently operating as a bakery café in Kiulap since January 2017.

Ms.Hidayah has substantial contribution to the Company through her sincere hard work and dedication as the administration assistant, acting restaurant manager and acting training & development supervisor. She has proven to show her leadership skills, problem solving skills and her commitment to learn during her employment with our Company.

It is without hesitation that I recommend Ms.Hidayah. She would be an asset to any program which values a motivated individual who is success-oriented and displays trust and confidence in working with her teammate and colleagues in the company.

If I can be of further assistance regarding Ms.Hidayah, please do not hesitate to contact me at:

SWEET AS SARA RESTAURANT  
Simpang 150-17-20, Unit 7, Block A,  
Setia Kenangan 2, Kg Kiulap  
Bandar Seri Begawan BE1318  
Brunei Darussalam  
+673 8723980

Thank you





سکولہ قرنیہ گائن دان ایکونومی

*School of Business and Economics*

*Universiti Brunei Darussalam*

Jalan Tungku Link, Gadong BE 1410,  
Negara Brunei Darussalam

21 March 2015

**TO WHOM IT MAY CONCERN**

**RE: Reference for Dyg Nur Hidayah Binti Haji Ismail (IC No. 01-041749)**

DYG NUR HIDAYAH is graduating with a Bachelor of Business degree at Universiti Brunei Darussalam (UBD). She was my student in her final semester for the module BB-4313 Performance Management.

She is capable of achieving good grades, but was let down by her performance after the discovery year. By the end of her sixth semester, she had a reasonably good cGPA of 3.34.

She was a pleasure to teach, and an above average student in a class of more than 50 students. She has the potential to achieve better grades. She could improve on her writing and was encouraged to read widely for her assignments. She has good analytical skills, and can work well in teams. Overall, she did well in her coursework, and was close towards achieving a final grade B.

Dyg Nur Hidayah is a well-liked individual, who got on well with her lecturers and peers. She was very active in her ECA and contributions to the university in various clubs and events, from Korean to Automotive clubs, as well as a volunteer during the UBD Open day and working committee as Secretary in Industry of Brunei Exhibition and part of the Secretariat in Asian Academic Accounting Association in Penang, Malaysia.

In brief, I am happy to recommend Dyg Nur Hidayah to you. She is a positive thinking woman with potential for personal and intellectual development. I am generally happy with her performance and attitude as a student.

Should you require any further information, please do not hesitate to contact me. Thank you.

Yours sincerely,

**Frankie Ong**

Lecturer, Institute of Policy Studies  
Universiti Brunei Darussalam  
Jalan Tungku Link, Gadong BE 1410  
BRUNEI DARUSSALAM  
Email: [Frankie.ong@ubd.edu.bn](mailto:Frankie.ong@ubd.edu.bn)



UNIVERSITI  
BRUNEI DARUSSALAM

فاكولتي ثعاجين فردانغن ايكونومي دان داسر

FACULTY OF BUSINESS, ECONOMICS AND  
POLICY STUDIES

Universiti Brunei Darussalam  
Jalan Tungku Link, Gadong, BE1410, Brunei Darussalam

Rujukan Kami:  
Our Reference:

25 October 2012

9 Zulhijjah 1433

**TO WHOM IT MAY CONCERN**

This is to certify that **Ms Nur Hidayah Binti Haji Ismail (Reg. No: 10B8444)** is a second year undergraduate student currently studying at the Faculty of Business Economics and Policy Studies, Universiti Brunei Darussalam.

I have known Nur Hidayah Binti Haji Ismail for a year as her tutor. I've tutored him in Government, Business and Society as a module. During the course of the running of the module, I found her being a dedicated and committed student who regularly attended her class. She can deliver her tutorial presentations clearly and satisfactorily. She also participated actively in groups discussions and presented her ideas well to her peers.

I'm pleased to recommend her for admission at your university because of her good achievement not only in academic environment but also extra-curricular activities. I would also like to wish her the very best in her future academic endeavors. I believed she would greatly appreciate the valuable experience she would gained by attending at your esteemed university. Should you have any further queries regarding Ms Nur Hidayah Binti Haji Ismail, please do not hesitate to contact me at [emil.ali@ubd.edu.bn](mailto:emil.ali@ubd.edu.bn).

Regards,

Emil Zahrin Haji Ali

Lecturer

Faculty of Business Economics and Policy Studies (FBEPS)

Universiti Brunei Darussalam

Jalan Tungku Link Gadong

BE 1410

Brunei Darussalam

Tel: +6732463001 ext. 1743

E-mail: [emil.ali@ubd.edu.bn](mailto:emil.ali@ubd.edu.bn), [emilubd@yahoo.com](mailto:emilubd@yahoo.com)

Tel: + 673 246 3001 ext 1104

Fax: +673 246 3017

Email: [office.fbeps@ubd.edu.bn](mailto:office.fbeps@ubd.edu.bn)

Website: <http://fbeps.ubd.edu.bn>