

FARNI BINTI HAJI JAPAR



CONTACT INFORMATION

Address : No. 28, Simpang 43-28, STKRJ, Lorong 3 Selatan Seria,
KB 1533, Belait, Negara Brunei Darussalam.
Contact Number : +673 3225378 (H) , +673 8698847 (M)
Email Address : farni.japar@gmail.com

PERSONAL INFORMATION

Date of Birth : 20th September 1990
Place of Birth : Brunei Darussalam
Nationality : Bruneian
Identity Card No : 01-042676 (Y)
License Card No : K01042676A1/09 (Class 3)
Gender : Female
Race : Malay
Religion : Islam
Marital Status : Single

PROFESSIONAL PROFILE

- Fluent in Malay and English, both verbally and written
- Able to perform under pressure in a fast-paced, rapidly changing environment
- Good interpersonal, communication and presentation skills
- Able to work effectively within a team
- Self-motivated to learn and develop experience
- Keen to motivate people to develop their performance
- Able to work under minimal supervision and an independent learner
- A creative thinker and results-oriented
- Very particular in details and expect quality in work results
- Highly-motivated and always seek new responsibilities irrespective of rewards and recognition
- Computer-proficient performer with skills in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Visio and Supply Chain Guru.

QUALIFICATIONS

2013 – 2014 **UNIVERSITI BRUNEI DARUSSALAM, BRUNEI**
Master of Logistics by Coursework

2008 – 2012 **UNIVERSITI BRUNEI DARUSSALAM, BRUNEI**
Bachelor of Business Administration
Specialized in Human Resource Management
Lower Second Class Honours (2:2)

JOB EXPERIENCES

- 12th Oct 15 – 31st Mar 19 **The Nest Enterprise (Shop Supervisor)**
- Actively participating in sales by assisting customers with information relating to the products.
 - Keeping the shop tidy and clean at all time.
 - Being responsible for processing cash and card payments.
 - Handling complaints and passing them on to the Manager.
 - Carry out stock-take whenever is required by the office and organize paperworks.
 - Train new staffs
- May – July 2011 **TubeTek Sdn. Bhd, Brunei (Work Attachment)**
- Acted as first line HR - screen for applicants of training scheme. Ensured interviewees met all given selection criteria. This ensured time was saved in the interview process.
 - Liaised with vendors to ensure prompt payment processing.

EXTRA-CURRICULAR ACTIVITIES

- Taken part in Website, Mathematics and Film-Making Competitions organized by St. Angela's School, Seria.
- Participated in Essay Writing Competition organized at National Level.
- Bengkel Kemahiran Asas Kejuruteraan Anjuran MPM Mukim Seria dan AJK Masjid Pekan Seria diungkayahkan oleh Sekolah Vokasional Sultan Bolkiah, Seria.
- Participated in seminar and business simulation workshop on current economic developments in South East Asia.
- Member of Brunei Japan Friendship Association (BJFA) UBD Chapter.
- Enthusiastic chef of Japanese cuisine – have led many interactive demonstrations of Japanese cooking.
- Volunteered as one of the Young Energy Graduates (YEG) for the Oil & Gas Service Sector Job Fair, Bridex, Jerudong.
- Acted as one of the Support Staff for the 22nd ASEAN Summit on 24th-25th April 2013.

TRAINING

Valid First Aid Course

Training Centre : Kementerian Kesihatan Negara Brunei Darussalam
Venue : National Resuscitation Centre

REFERENCES

Ang Kian Guan

Adjunct Senior Lecturer

Universiti Brunei Darussalam

Phone : +673 8887171

E-mail : kianguan.ang@ubd.edu.bn

Jennifer Chung

Shop Manager

The Nest Enterprise

Phone : +673 8878332

E-mail : the.nest126@gmail.com



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
يُونِيسِيٓتِي بَرُونِي دارالسلام
UNIVERSITI BRUNEI DARUSSALAM

دغن اين دصحن بهاوا

This is to certify that

DAYANG FARNI JAPAR

ستله ممنوهي سكالاً شرط دان لولوس ققر يقساءن يث دتتقن اوليه يونيورسيتي

اداله دتريما سباكاي قمكغ

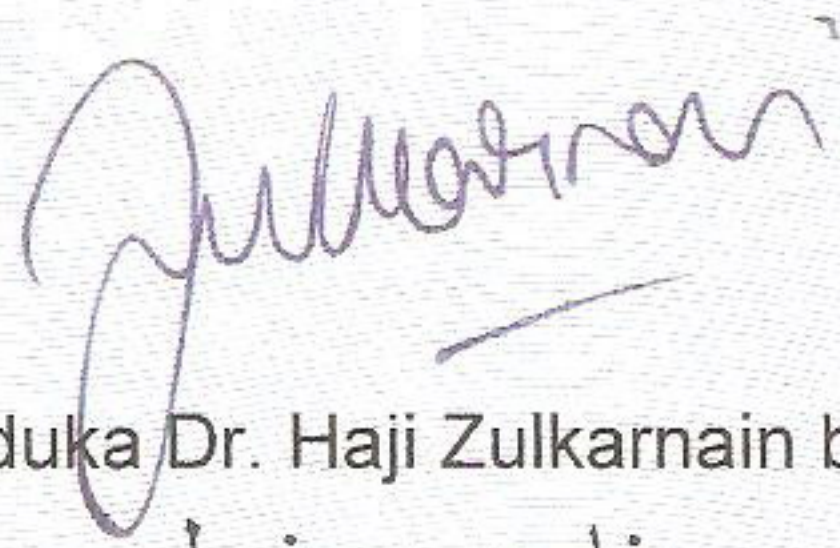
having fulfilled all requirements and passed the examination as prescribed by the University
is hereby awarded

اجازه سرجان لوگيستيک

Master of Logistic

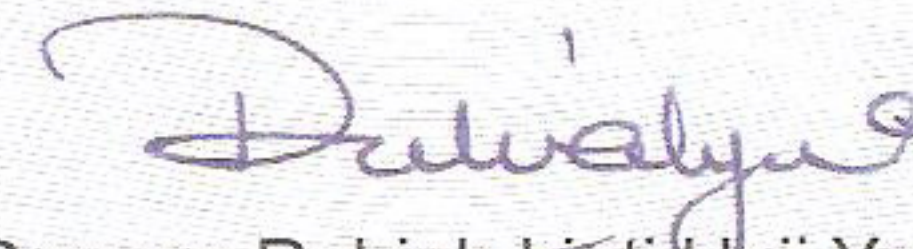
۹ رمضان ۱۴۳۵ / ۷ جولاي ۲۰۱۴

7 July 2014 / 9 Ramadhan 1435



Dato Paduka Dr. Haji Zulkarnain bin Haji Hanafi

نائب چنسلور
VICE-CHANCELLOR



Dayang Rubiah binti Haji Yacub

قندفتر دان ستياوسها
REGISTRAR AND SECRETARY





يونيڤرسيتي بروني دارالسلام

Universiti Brunei Darussalam

Tungku Link, Gadong BE 1410

Negara Brunei Darussalam

Official Transcript

13M0456

INFORMATION OF THE STUDENT

Name DYG FARNI JAPAR
Registration number 13M0456
Identification card number 01-042676

PROGRAMME DETAILS

Degree awarded Master of Logistics By Coursework
Degree classification Pass
Conferment date 07-Jul-2014
Mode of study Full Time
Date first registered 17-Aug-2013
Final cGPA 3.45
Accumulated MCs 40

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2013/2014	1				
		BB-5110 BUSINESS EHTICS & CORPORATE SOCIAL RESPONSIBILITY	4	B	
		BL-5101 FUNDAMENTALS OF TRANSPORTATION AND LOGISTICS	4	B	
		BL-5102 BUSINESS LOGISTICS SYSTEMS ANALYSIS	4	C+	
		BL-5103 BUSINESS LOGISTICS AND DISTRIBUTION MANAGEMENT	4	B+	
		BM-5103 ACCOUNTING AND FINANCIAL MANAGEMENT	4	B	
Academic Status :				GPA:	3.50
Active					

Session	Semester	Modules Taken	Modular Credit	Grade	Remark
2013/2014	2				
		BL-5104 TRANSPORTATION SYSTEMS AND MODELLING	4	C+	
		BL-5105 SUPPLY CHAIN MANAGEMENT	4	B	
		BL-5106 WAREHOUSING MANAGEMENT	4	B	
		BL-5301 AIRLINE PLANNINGAIRLINE PLANNING AND MANAGEMENT	4	C+	
		BM-5304-P PUBLIC SECTOR HRM	4	B+	
Academic Status :				GPA:	3.40
Active					

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
يُونِيسِيٓتِي بَرُونِي دارالسلام
UNIVERSITI BRUNEI DARUSSALAM

دغن اين دصحن بهوا
Dengan ini disahkan bahawa

DAYANG FARNI BINTI JAPAR

ستله ممنوهي سكالاً شرط دان لولوس فقريقسأان يغ دتتفكن اوله يونيسيتي اداله دتريما سباكي قمكغ

setelah memenuhi segala syarat dan lulus peperiksaan yang ditetapkan oleh Universiti adalah diterima sebagai pemegang
اجازه سرجان مودا فنتدبيرن فرنيكأن

IJAZAH SARJANA MUDA PENTADBIRAN PERNIAGAAN

(كفوجين كلس II باوه)

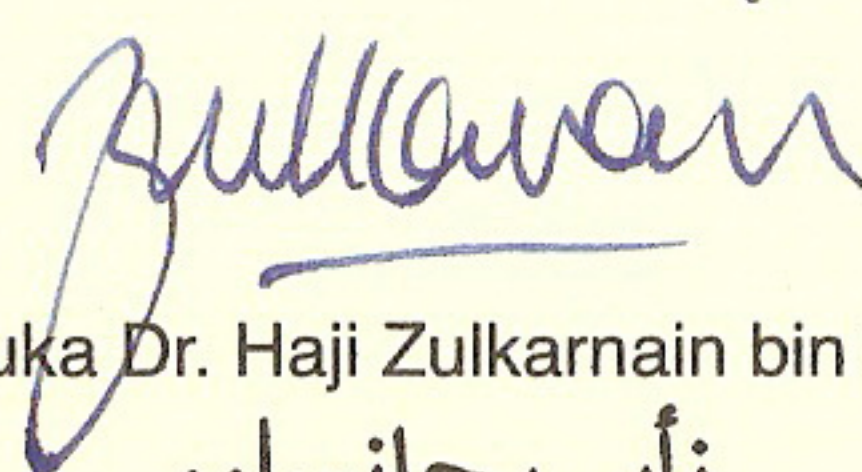
(KEPUJIAN KELAS KEDUA BAWAH)

قد ٢٤ شعبان ١٤٣٣

pada 24 Sya'aban 1433H

برسمأن دغن ١٤ جولاي ٢٠١٢

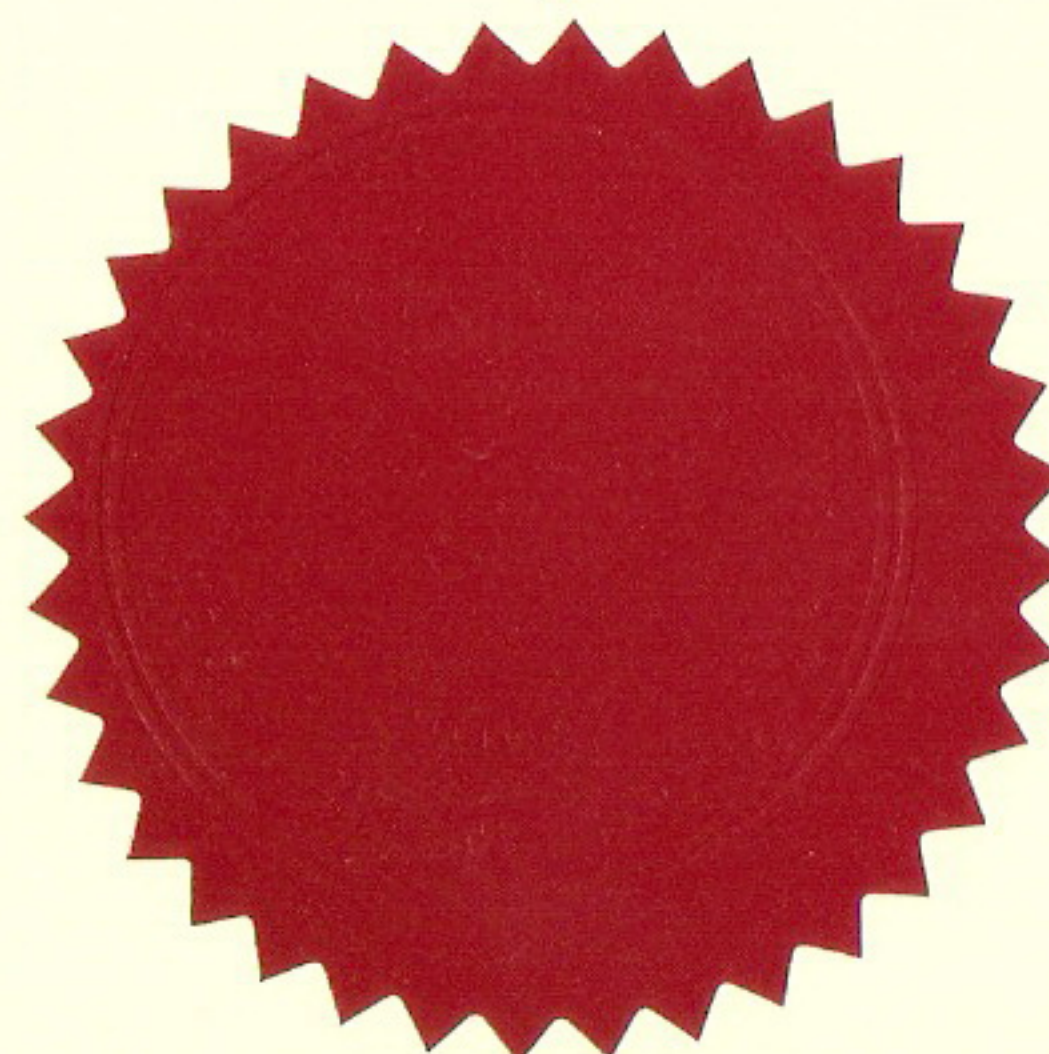
bersamaan dengan 14 Julai 2012

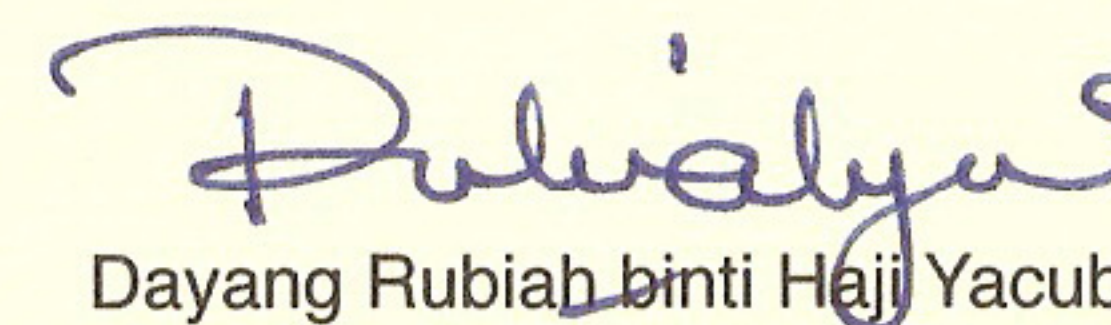


Dato Paduka Dr. Haji Zulkarnain bin Haji Hanafi

نأيب چانسلور

NAIB CANSELOR





Dayang Rubiah binti Haji Yacub

فئفكو فئدفئر دان ستياوسها

PEMANGKU PENDAFTAR DAN SETIAUSAHA



UNIVERSITI BRUNEI DARUSSALAM
GRADUATED STUDENT TRANSCRIPT

Page : 1

يونسسي تي بروني دارالسلام
Universiti Brunei Darussalam
Jalan Tungku Link
Gadong BE 1410
Brunei Darussalam

Student number : 08B1732
name : FARNI BTE JAPAR (DYG)
I.C. : 01-042676

First registered 02/08/2008

Degree Awarded : Bachelor of Business Administration - Lower Second Class Honours
Date of Conferment : 19th June 2012

Accumulated semesters : 8
Accumulated units : 131

Courses taken

Session	Yr/Sem	Course code	Course name	Course unit	Result (unit & grade)	Units	Grade
2008/2009	1 / 1	Bachelor of Business Administration					
		EK 1106	INTRODUCTION TO MACROECONOMICS	3	3 (E)		
		FA 1510	LOGIC AND THINKING I	2	2 (E)		
		LC 1507	ENGLISH I FOR BUSINESS, ECONOMICS AND POLICY STUDI	2	2 (D)		
		MS 1112	QUANTITATIVE METHODS	3	3 (C)		
		MS 1114	INTRODUCTION TO MANAGEMENT	3	3 (C)		
		SP 1107	STATE AND SOCIETY	3	3 (S)(E)		
				16	(Act)	16	(D)
2008/2009	1 / 2	Bachelor of Business Administration					
		AB 1503	MIB	4	4 (B)		
		EK 1105	INTRODUCTION TO MICROECONOMICS	3	3 (C)		
		FA 1512	LOGIC AND THINKING II	2	2 (B)		
		LC 1508	ENGLISH II FOR BUSINESS, ECONOMICS AND POLICY STUD	2	2 (D)		
		MS 1111	PRINCIPLES OF ISLAMIC BUSINESS ETHICS	3	3 (A)		
		MS 1113	INTRODUCTION TO INFORMATION AND COMMUNICATION TECH	3	3 (C)		
				17	(Act)	33	(C+)
2009/2010	2 / 3	Bachelor of Business Administration					
		LM 1401	ELEMENTARY MANDARIN I	2	2 (A)		
		MS 1201	INTRODUCTION TO BUSINESS	2	2 (D)		
		MS 2109	FOUNDATIONS OF INFORMATION SYSTEMS	3	3 (D)		
		MS 2236	BUSINESS LAW	3	3 (D)		
		MS 2237	INTRODUCTION TO ACCOUNTING	3	3 (E)		
		MS 2239	HUMAN RESOURCE MANAGEMENT	3	3 (C)		
				16	(Act)	49	(D+)
2009/2010	2 / 4	Bachelor of Business Administration					
		EK 2226	STATISTICS FOR ECONOMICS	3	3 (B)		
		MS 2235	ORGANIZATIONAL BEHAVIOUR	3	3 (B)		
		MS 2238	MARKETING MANAGEMENT	3	3 (C)		
		MS 2240	QUANTITATIVE ANALYSIS	3	3 (C)		
		MS 2245	FUNDAMENTALS OF E-BUSINESS	2	2 (D)		
				14	(Act)	63	(C)

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UNIVERSITI BRUNEI DARUSSALAM
GRADUATED STUDENT TRANSCRIPT

Page : 2



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Session	Yr/Sem	Course code	Course name	Course unit	Result (unit & grade)	Units	Grade
2010/2011	3 / 5	Bachelor of Business Administration					
		BE-2203	MATHEMATICS FOR ECONOMICS	4	4 (C)		
		MS 3214	FINANCIAL MANAGEMENT	4	4 (D)		
		MS 3227	BUSINESS RESEARCH METHODS AND APPLICATIONS	4	4 (B)		
		MS 3251	MANAGEMENT OF INFORMATION TECHNOLOGY	4	4 (B)		
		MS 3314	QUALITY MANAGEMENT	4	4 (B)		
		MS 4325	WORKPLACE SAFETY AND HEALTH MANAGEMENT	4	4 (C)		
				24	(Act)	87	(C+)
2010/2011	3 / 6	Bachelor of Business Administration					
		MS 3216	MANAGEMENT INFORMATION SYSTEMS	4	4 (B)		
		MS 3252	OPERATIONS MANAGEMENT	4	4 (A)		
		MS 3253	CONSUMER BEHAVIOUR	4	4 (C)		
		MS 3412	TRAINING AND DEVELOPMENT	4	4 (B)		
		MS 4416	WORK ATTACHMENT	4	0 I.P		
				16	(Act)	103	(B)
2011/2012	4 / 7	Bachelor of Business Administration					
		BB-3312	KNOWLEDGE MANAGEMENT	4	4 (C)		
		MS 4219	ENTREPRENEURSHIP AND BUSINESS DEVELOPMENT	4	4 (C)		
		MS 4234	BUSINESS AND SOCIETY	4	4 (C)		
		MS 4407	COMPARATIVE INDUSTRIAL RELATIONS	4	4 (B)		
		MS 4416	WORK ATTACHMENT	4	4 (C)		
				20	(Act)	123	(C+)
2011/2012	4 / 8	Bachelor of Business Administration					
		MS 3319	ISSUES IN ORGANISATIONAL LEADERSHIP	4	4 (C)		
		MS 4231	STRATEGIC MANAGEMENT	4	4 (C)		
				8	(Act)	131	(C)

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The Board of Examinations Brunei Darussalam
in collaboration with
University of Cambridge Local Examinations Syndicate

General Certificate of Education Advanced Level

This is to certify that the candidate named below was awarded the following grade(s) in the subject(s) shown:

November 2007

FARNI BINTI JAPAR

of

SM SAYYIDINA ALI

Subject

Grade

Mathematics

Advanced Level

B(b)

Business Studies

Advanced Level

C(c)

Accounting

Advanced Level

D(d)

General Paper

Advanced Subsidiary

e(e)

SUBJECTS RECORDED: FOUR

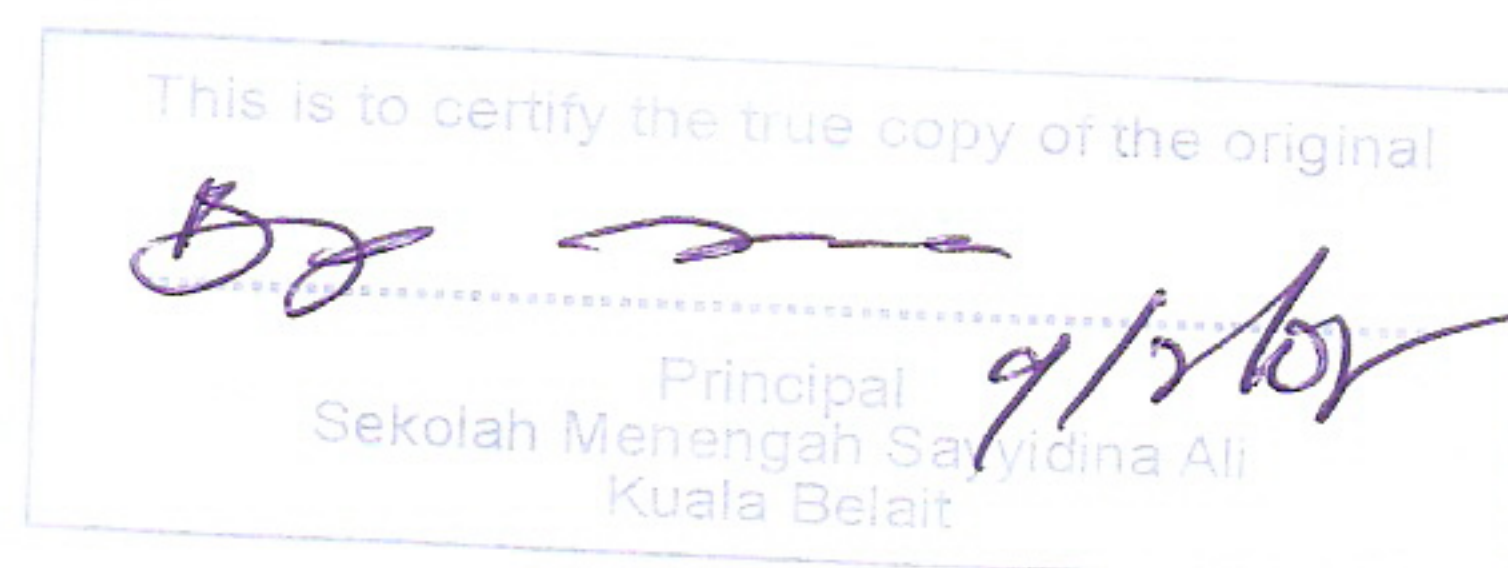
Secretary
Board of Examinations, Brunei Darussalam

Vice-Chancellor
University of Cambridge



UNIVERSITY of CAMBRIDGE
International Examinations

Candidate Number: BN305/5142
Certificate Number: 0019752218



The Board of Examinations Brunei Darussalam
in collaboration with
University of Cambridge Local Examinations Syndicate

General Certificate of Education Ordinary Level

This is to certify that the candidate named below was awarded the following grade(s) in the subject(s) shown:

November 2005

FARNI BINTI JAPAR

of

ST. ANGELA'S CONVENT SCHOOL

Subject	Numerical Grade	GCE Ordinary Level Grade
Mathematics	TWO	A(a)
Bahasa Melayu	THREE	B(b)
Combined Science	THREE	B(b)
Commercial Studies	THREE	B(b)
Geography	THREE	B(b)
Principles of Accounts	THREE	B(b)
Islamic Religious Knowledge	FIVE	C(c)
Art	SIX	C(c)
English Language	SIX	C(c)

SUBJECTS RECORDED NINE

SUBJECTS RECORDED SIX OR BETTER NINE

The Candidate has passed the Oral Test in English Lang.

The Candidate has passed the Oral Test in Bahasa Melayu

Secretary
Board of Examinations, Brunei Darussalam

Vice-Chancellor
University of Cambridge



UNIVERSITY of CAMBRIDGE
International Examinations

Candidate Number: BN607 / 0014
Certificate Number: 0014777158