

Nur Iffah Masturina Bte Ahmad Jamal

Blk 274B Punggol Place, #03-820, Singapore 822274 | 9457 0968 | nuriffahaj@gmail.com

Digital portfolio: <http://www.nuriffahmasturina.wix.com>

Career Objective

Undergraduate seeking a kindergarten teacher position at Arts Kidz Preschool, where I am able to apply my knowledge of creating engaging lesson plans, succinct documentation of children's learning as well as excellent interpersonal skills to provide a holistic learning experience for kindergarten children.

Education

DIPLOMA IN EARLY CHILDHOOD DEVELOPMENT & EDUCATION | APRIL 2019 – CURRENT | Ngee Ann Polytechnic (NP)

- Expected to graduate in May 2022
- Participated in an attachment programme at Kinderland Preschool Hougang in 2019 for 11 consecutive weeks

GCE 'O' LEVELS | JANUARY 2015 – DECEMBER 2018 | Tanjong Katong Girls' School (TKGS)

- Attained 6 'O' level passes
- Distinction in Malay Language, Elementary Mathematics and Art
- Received the Edusave Awards for Achievement, Good Leadership and Service (EAGLES) in 2018 for demonstrating good conduct, leadership qualities, service to community and schools and excellence in non-academic activities
- Received the Edusave Merit Bursary in 2015

Work Experience

PART-TIME BARISTA | SEPTEMBER 2019 – CURRENT | Jewel Coffee

- Effectively applied active listening and interpersonal skills when informing customers about types of coffee bean choices, answering questions and accepting orders, receiving at least 5 written compliments per month from satisfied patrons.
- Displayed inquisitiveness and enthusiasm to learn about brewing methods and presentation techniques, eventually being able to pick up most of the routines and hard skills by the end of the first month of working

PART-TIME SERVICE CREW | JANUARY 2019 – APRIL 2019 | Krispy Kreme Doughnuts

- Exercised good teamwork when working with full-timers, maintaining a harmonious working environment for all
- Utilised Excel spreadsheets when handling cash handovers and filling up Inventory lists at the end of every day, reducing transaction errors by 20% in two months
- Displayed independence when solely covering shifts while colleagues are on break-time, ensuring that business ran as per usual

Co-Curricular Activities

EXECUTIVE COMMITTEE MEMBER | NOVEMBER 2019 – CURRENT | NP Humanities and Social Sciences (HMS) Society

- Honed leadership skills when leading a team of 23 members in a school-wide event, by guiding members through brainstorming sessions, garnering an overwhelming participation from the students in the execution process
- Demonstrated proficiency in Information Technology (IT) by using proper formatting, headers and footnotes when writing meeting minutes

COMMITTEE MEMBER | APRIL 2019 – CURRENT | NP SILAT TEAM

- Showcased creativity and originality when crafting games for Silat Leisure Day 2019
- Displayed confidence when leading fresh secondary graduates in a warm-up session and demonstrating Silat techniques at the Silat booth of Red Camp 2020, which drew in 30 new members

VICE-PRESIDENT | JANUARY 2017 – SEPTEMBER 2018 | TKGS INTERACT CLUB

- Developed coordination skills when planning the annual End-of-Year Camp 2017 which attracted full attendance
- Expressed passion in giving back to the elderly community, allowing the club to participate in over 10 elderly-related services locally and internationally over the two years

Activities & Accomplishments

VOLUNTEERING AT MENDAKI 2020

- Successfully carried out a story-reading session to children aged 3-7
- Facilitated a group of children in an Arts and Craft session while their parents were in a talk

WRITE FOR KINDNESS PROJECT 2018

- Achieved the Certificate of Participation by Singapore Kindness Movement
- Displayed creativity in creating an age-appropriate and culturally relevant storybook to teach and inculcate kind values in pre-schoolers

VOLUNTEERING AT FENGSHAN PRIMARY SCHOOL KID'S LOFT CHILDCARE CENTRE 2017

- Weekly sessions from January 2017- February 2017
- Helped Primary 1-4 students in their homework
- Revised spelling with Primary 2 students, enabling them to spell at least 7 out of 10 words

Professional Skills

- Proficiency in Canva, Popplet, Microsoft and Google applications
- Fluent in English and Malay
- Social media management using Instagram, Whatsapp, WordPress

References

Ms Sabrina Goh

Lecturer

School of Humanities & Social Sciences, Ngee Ann Polytechnic

535 Clementi Road, Singapore 599489

Email: Sabrina_GOH@np.edu.sg

Tel: (+65) 6460-0000

Mrs Melinda Loy

Teacher

Tanjong Katong Girls' School

20 Dunman Lane, Singapore 439272

Email: Loy_Melinda@moe.sg

Tel: (+65) 6255-2525