



# AISYAH SYAKIRAH

Binti Mohammed Razib

## My Contact

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📍 47820 Damansara Perdana,  
Petaling Jaya, Selangor,  
Malaysia

## Technical Skill

- Microsoft Office
- Google Workspace
- CapCut Video Editor
- Mendeley Reference Manager
- IBM Statistical Package for Social Science

## Soft Skill

- Top 5 CliftonStrengths: Developer, Restorative, Learner, Relator, Ideation
- Language: Malay, English, Indonesian
- Holland Code Career Interest: Artistic, Enterprising, Social

## Education Background

- Universiti Kebangsaan Malaysia  
*Masters of Social Science (Industrial and Organisational Psychology)*  
Current | CGPA 3.50
- ESQ Coaching Academy  
*Certified Professional ESQ 3.0 Coach by Badan Nasional Sertifikasi Profesi*  
Completed in 2020
- Universiti Kebangsaan Malaysia  
*Bachelor of Social Science with Honours (Psychology)*  
Completed in 2019 | CGPA 3.40

## About Me

A learning enthusiast that is also known for her patience and excellent listening skills. Apart from being a full-time student, I am a practising coach who has helped several individuals and groups. Some things that always fascinate me are talents in people and their development. Being a consultant that excels in academics and industry and also is beneficial to others professionally is what I aspire to be.

## Professional Experience

ESQ Coaching Academy | Coach, Mentor  
2020 – Present

Key responsibilities:

- Guide learning coaches to conduct coaching sessions
- Supervise coaching progress of new coaches
- Arrange promotion booths and coachee assigning
- Schedule and conduct mentoring sessions
- Perform paid coaching sessions

ACT Consulting & Education | Intern  
2019 – 2020

Key responsibilities:

- Exposure to corporate consulting and public training programs
- Lead book translation project
- Organise programs and online talks
- Manage recruitment and selection process

MyFundAction | Active Volunteer, Mentor, HR Trainee  
2015 – 2021

Key responsibilities:

- Manage volunteering programs and projects
- Guide, train and develop volunteers
- Give talks on specified topics of interest
- Create marketing materials
- Supervise/lead project management
- Perform administration works of Human Resource Department

## Achievement

- Selected volunteer of Misi Kemanusiaan dan Bantuan Bencana to Jakarta with Skuad Aksi dan Bencana Antarabangsa YDKMM 2019
- Volunteer at Kuala Lumpur International Book Fair 2016
- Excellent Academic Records Award for Active Yosh Volunteers 2018
- Completed over 100 hours of coaching and mentoring
- Bronze Medal – The Duke of Edinburgh's International Award (Anugerah Remaja Perdana Rakan Muda) 2014