



SHARIFAH DINA EMILDA BINTI SAYED AZIMUDDIN

UNITAR INTERNATIONAL UNIVERSITY
PETALING JAYA, SELANGOR

+60 11-1107 6742

dinaemilda.work@gmail.com

Jalan Batu 13 1/2, 47100 Puchong, Selangor, Malaysia

SUMMARY

Bachelor in Guidance and Counseling (Hons) graduate with strong skills in listening, counseling, communication, and psychology. Dedicated to assisting individuals with personal issues, providing guidance, and supporting mental health. Known for patience, empathy, and a commitment to delivering effective counseling services. Seeking opportunities to further develop professional experience and contribute to meaningful client outcomes.

EDUCATION

Bachelor in Guidance and Counseling (Hons)

Jan 2021 – Jan 2025

UNITAR International University,
Petaling Jaya, Selangor

Foundation in Management

Jun 2019 – Nov 2020

UNITAR International University,
Petaling Jaya, Selangor

Secondary School

Jan 2014 – Nov 2018

SMK Putra Perdana,
Puchong, Selangor

Primary School

Jan 2008 – Nov 2013

SK Taman Putra Perdana,
Puchong, Selangor

LANGUAGES

- English (Proficient)
 - Malay (Proficient)
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WORK EXPERIENCE

City University Malaysia, *Admin Executive*

Sept 2025 – March 2026

- Managed administrative tasks, including organizing and maintaining files and records.
- Handled student inquiries and complaints, providing assistance and ensuring timely resolution.
- Supported daily operations and administrative processes within the organization.
- Maintained records, inventory, and documentation related to student services.
- Processed invoices and assisted with basic financial and administrative tasks.
- Coordinated with relevant departments to ensure smooth operations and issue resolution

Concentrix, *Customer Service Advisor*

Jun 2025 – Aug 2025

- Assist customers with inquiries and provide information.
- Resolve customer issues calmly and efficiently.

SMK Putra Perdana, *School Counsellor*

Oct 2024 – Jan 2025

- Conducted individual and group counseling sessions, including career counseling, to support student development.
- Provided guidance on academic, personal, and career-related concerns.
- Assisted in school programs, events, and student engagement activities.
- Managed case documentation within the Guidance and Counseling Unit.
- Collaborated with teachers and engaged with parents to support student progress

SMK Puchong Utama (1), *School Counsellor*

Jun 2024 – Aug 2024

- Conducted individual and group counseling sessions to support students with academic, personal, and social concerns.
- Provided guidance on student well-being, personal development, and decision-making.
- Assisted in school programs, events, and student support activities.
- Maintained counseling records and followed up on student progress.
- Collaborated with teachers and engaged with parents to support student development.

Button Scarves, *Warehouse Assistant*

Jan 2024 – Feb 2024

- Arranged and organized stock to maintain an efficient warehouse.
- Assisted in calculating and recording inventory data for accurate stock levels.
- Supported warehouse operations by managing product distribution and storage tasks.

JMB Semarak Apartment, *Data Entry Clerk*

Sept 2021 – Dec 2021

- Responsible for entering and managing data in the system accurately and efficiently.
- Handled email correspondence and printed necessary documents.
- Organized payment records and ensured timely processing.

Pop Meals, *Kitchen Crew*

Aug 2021 – Sept 2021

- Prepared and cooked meals according to company standards.
 - Organized and managed kitchen stock to ensure smooth operations.
 - Calculated inventory needs and picked up stock as required to maintain supply levels.
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COUNSELLING ENGAGEMENTS

Career Readiness Project

- Managed the Career Readiness Project, which involved creating a career-themed environment within the school, developing informational posters, and offering guidance on post-SPM options, higher education applications, and scholarship opportunities.

Career Workshops & Exhibitions

- Organized and facilitated career workshops and exhibitions to inform students about various career options, educational pathways, and available scholarships at SMK Cyberjaya.

Sexual Harassment Awareness Program

- Educated students on sexual harassment through discussions and group counseling sessions while providing a safe and supportive environment at SMK Puchong Utama (1).

Counseling Professional Development Exposure

- Gained practical insights into the field of guidance and counseling through workshops, lectures, and awareness sessions, while observing and interacting with patients to enhance professional development at Hospital Permai Johor.

Interactive Student Awareness Program

- Facilitated group sessions, games, and teamwork activities to promote awareness, encourage collaboration, and expand students' perspectives at SJK (T) Vivekananda.

SKILLS

Counseling & Psychological Skills: *Active listening, empathy, individual & group counseling, case management, rapport building, intervention strategies.*

Counseling Theories & Techniques: *Cognitive Behavioral Therapy (CBT), Person-Centered Therapy, Solution-Focused Brief Therapy (SFBT), Gestalt Therapy, Reality Therapy, Behavior Modification Theory.*

Guidance & Career Development: *Career counseling, psychoeducation, personality assessments, career exploration, student development programs.*

Team Building & Collaboration: *Teamwork facilitation, group dynamics, conflict resolution, collaborative problem-solving, stakeholder engagement (teachers, parents, students, clients).*

Communication & Administrative Skills: *Verbal and written communication, presentation skills, report writing, data entry, time management, event coordination.*

Technical Proficiency: *Microsoft Office (Word, Excel, PowerPoint), IBM SPSS (statistical analysis), Google Workspace (Docs, Sheets, Slides), records management.*
