

MUHAMMAD HAFIFI BADRULDIN

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EDUCATION

University of Malaya, Kuala Lumpur

- *Master of Science* in Geology, graduating October 2017
- Bachelor of Science (Applied Geology), 2012

WORKING EXPERIENCE

GRADUAN, Ampang, Selangor

Data Entry, December 2016 to March 2017

- Managed complete data entry from 7,000 career fair survey forms into designated offline system within one month period.
- Performed survey data analysis from 14,000 of compiled information including demographics, preferred employers and sector breakdowns and summarized the results using Microsoft Excel.
- Entered and updated information in Customer Relationship Management (CRM) system.
- Supported additional functions such as proofreading and helping to organize materials.

University of Malaya, Kuala Lumpur

Research Assistant, March 2014 to April 2016

General duties:

- Managed research projects assigned by Principal Investigator (PI) including project design, development and implementation.
- Performed data analysis and interpretations using Excel, wrote reports and published findings in scientific journals.
- Presented papers at national and international conferences.
- Notified and advised PI to ensure compliance with university guidelines or rules and regulations.
- Performed general administrative and editorial duties including coordinating meeting and travel, establishing and maintaining data files and proof-reading.

Technical duties:

- Conducted geological fieldworks in various locations in Peninsular Malaysia including collecting rock samples, determining rock formation and their field correlation and plotting geological and structural data on map.
- Performed petrographic analysis of rock samples under microscope including mineral composition, textural and microstructure descriptions.

Demonstrator/Teaching Assistant, March 2015 to June 2015

- Provided assistance to lecturer in preparing teaching materials.
- Counselling and guided undergraduate students regarding the teaching subject.

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KEY SKILLS AND COMPETENCIES

- Attention to details
- Data analysis
- Presentation skills
- Research
- Adaptability
- Time management

EXTRA CURRICULAR ACTIVITIES

Leadership:

- Committee member – 3rd Residential College's Government and Patriotism Committee, University of Malaya, 2010-2011.
- Committee member – Talisman Career Talk, 2010.
- Student Assistant – University of Malaya Orientation Week, 2010.
- Committee member – Independence Day Celebration, 2009.
- Committee member - 3rd Residential College's Academic and Intellectual Committee, 2009-2010.

Society membership:

- Geological Society of Malaysia, 2009-2015.
- American Association of Petroleum Geologists, 2009-2012.

Participation:

- Accenture Energy Essay Competition, 2012.

Volunteer experience:

- Beaconhouse Sri Inai International School, Petaling Jaya, 2015.
- Royal Debate Competition, Kuala Lumpur, 2009.

CONFERENCES

Presented:

- National Geoscience Conference, Kota Bharu, August 2015.
- 9th Mathematics and Physical Sciences Graduate Congress, Kuala Lumpur, January 2014.

Attended:

- National Geoscience Conference, Kuala Terengganu, June 2014.
- 5th - 8th Malaysian Student Leaders Summit, Kuala Lumpur, 2011-2014.
- Petroleum Geoscience Conference and Exhibition, Kuala Lumpur, 2010-2012.