

Ashraf Harith bin Abdul Halim

Alor Setar, Kedah, Malaysia | +60 12-400 7789 | harithaashraf8@gmail.com

Objective

Motivated UUM foundation student with strong academic results and proven leadership experience. Currently seeking an internship opportunity in the legal, administrative, or education sector to gain practical exposure and contribute meaningfully to a dynamic team. Passionate about problem-solving, research, and effective communication

Education

Foundation Studies in Management

Universiti Utara Malaysia (UUM), Sintok, Kedah

July 2025 – Present

- Relevant coursework: Introduction to ICT , Principles of Economics, Principles Of Management, Principles of Financial Accounting, English for Foundation Studies

Sijil Pelajaran Malaysia (SPM)

Kolej Sultan Abdul Hamid, Alor Setar

Graduated: February 2025

- 8As (straight As) in core and elective subjects including Bahasa Melayu (A+), English (A+), Sejarah (A), Mathematics (A), Science (A), Principles of Accounting (A+), Perniagaan (A), Islamic Studies (A)

- Prefectorial Board Secretary, Chairman of Kadet Remaja Sekolah, Chairman of Cooperative Club

Work Experience

Part-Time Tutor (Weekends)

Pusat Tusyen Inspirasi, Taman Meranti, Alor Setar

February 2025 – June 2025

- ✧ Planned and delivered engaging lessons based on syllabus requirements for English subject.
- ✧ Prepared customised worksheets and practice materials to strengthen students' understanding.
- ✧ Monitored and assessed students' progress, providing constructive feedback to improve performance.

Part-Time Admin Assistant (Workdays)**Ramli, Amrjit & Tan, Persiaran Sultan Abdul Hamid, Alor Setar****March 2025-June 2025**

- ✧ Managed incoming calls, scheduled client appointments, and maintained the office calendar
- ✧ Managed correspondence with clients and external agencies via email and letters
- ✧ Maintained office supplies and ensured a neat, professional workspace

Skills

- ✧ Technical Skills: Microsoft Word, Excel, PowerPoint, Canva, Google Workspace
- ✧ Soft Skills: Time Management, Critical Thinking, Communication, Teamwork
- ✧ Languages: Bahasa Melayu (Mother tongue), English (Fluent), Chinese(Basic)

Certifications

- ✧ Microsoft Office Specialist (MOS) – Word, Excel, PowerPoint, 2022
- ✧ Google Workspace Productivity Tools – Google Docs, Sheets, Slides, 2023
- ✧ First Aid & CPR Certificate – Malaysian Red Crescent, 2023
- ✧ Introduction to Legal Research – Coursera, 2024
- ✧ Effective Communication Skills – LinkedIn Learning, 2024

Awards & Achievements

- ✧ First Runner-up, Choral Speaking Competition, District Level – 2023
- ✧ 2nd Place, School Public Speaking Competition – 2022
- ✧ Certificate of Appreciation, Prefectorial Board Secretary – 2023
- ✧ Volunteer Service Award, Malaysian Red Crescent – 2023
- ✧ Outstanding Leadership Award, Prefectorial Board – 2023
- ✧ Top 5 Finalist, National Youth Essay Writing Competition – 2022