`

**MUHAMMAD RAIMI**

**BIN ROZAINOR**

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**ABOUT ME**

Adaptable and motivated individual who works well across departments to achieve shared goals. Strong in team collaboration, problem-solving, and planning. Experienced in management roles with clear and effective communication. Values continuous learning, stays open to new tasks, and responds well to changing needs, always seeking ways to support team success and organizational improvement.

**Life Biopharma Sdn Bhd**

2017 - 2024

General Clerk

Maintained organized records, processed documents, and supported administrative tasks in a professional pharmaceutical environment.

**Perbadanan Perpustakaan Awam Negeri Sembilan**

2005 - 2013

Library Assistant

Assisted patrons with research, managed circulation desk, and organized library resources for efficient access.

**Pusat Tuisyen Info Didik**

2004 - 2005

Clerical Assistant

Provided administrative support, managed scheduling,

**EXPERIENCE**

**SKILLS**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Access

**PERSONAL SKILLS**

* Hardworking
* Teamwork
* Communication
* Leadership

**LANGUAGES**

* Bahasa Malaysia
* English

**EDUCATION**

**Institut Infotech Mara Kuala Lumpur**

2001 - 2004

Diploma Sains Komputer (IT)

**Sekolah Menengah Kebangsaan Undang Rembau**

1998 - 2000

SPM

**Sekolah Menengah Kebangsaan Undang Rembau**

1996 - 1998

PMR

**LANGUAGES**

* **Bahasa Malaysia**

Spoken

Written

Listening

* **English**

Spoken

Written

Listening

**REFERENCE**

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