



MUHAMMAD HARIS IMRAN BIN NASZIM



Jalan Platinum 7/39A Seksyen 7, 40000, Shah Alam, Selangor



harisimran0524@gmail.com



012-5085562

OBJECTIVE

Study at Universiti Teknologi Mara (UITM) with a doer spirit, hardworking, team player, hungry for challenges that can accelerate one's knowledge and future career growth. I am eager to dive into opportunities and challenge while making a significant contribution to the company's success.

CORE COMPETENCIES

- EXCELLENT WITH MS OFFICE – EXCEL, WORDS, POWERPOINT, CANVAS, ADOBE PHOTOSHOP.
- ADAPTABLE AND WILLING TO LEARN.
- STRONG UNDERSTANDING OF OPERATING SYSTEMS AND SOFTWARE DESIGN PRINCIPLES.
- STRONG IN COMMUNICATION SKILL, CUSTOMER CENTRIC AND HANDS ON WITH PROBLEM SOLVING.
- EXCELLENT IN SPEAKING BAHASA AND ENGLISH.
- QUICK LEARNER WITH THE ABILITY TO ADAPT TO NEW TECHNOLOGIES.

EDUCATION



SMK SULTAN SALAHUDDIN ABDUL AZIZ SHAH SHAH ALAM, SELANGOR (JANUARY 2018 – MARCH 2023)
SIJIL PELAJARAN MALAYSIA (SPM)-LITERATURE



UNIVERSITI TEKNOLOGI MARA, MELAKA, JASIN (SEPTEMBER 2023 – TILL NOW)
DIPLOMA COMPUTER SCIENCE



ACHIEVEMENT AND ACTIVITIES



MAJLIS SUKAN SEKOLAH SEKOLAH DAERAH (AUGUST 2018 – 2023)

COACH OF TRACK & FIELD TEAMS FOR MY SCHOOL

- TRAIN SECONDARY STUDENT FOR TRACK & FIELD INTERSCHOOL EVENT.
- MANAGE TO TRAIN AND DEVELOP AN ATHLETE TO WIN THE COMPETITION.

ENGLISH CAMP FACILITATOR, MELAKA, SMK BUKIT RAMBAI (OCTOBER 2024)

- FACILITATED ENGLISH LEARNING SESSIONS FOR STUDENTS WITH B2-C1 PROFICIENCY, PREPARING THEM FOR SPM EXAMS.
- ORGANIZED AND LED AN "EXPLORE RACE" TO PROVIDE A FUN AND INTERACTIVE WAY TO EASE EXAM STRESS WHILE REINFORCING LANGUAGE SKILLS.



MAJLIS SUKAN SEKOLAH SEKOLAH SELANGOR (SEPTEMBER 2023)

REPRESENTED MY SCHOOL TRACK & FIELD IN 100M, 200M

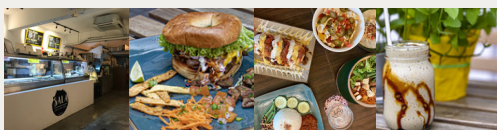
- COLLABORATE WITH COACHES REGULARLY THROUGH BRAINSTORM SESSIONS TO ENHANCE TEAM SPIRIT AND BUILD RAPPORT.
- LEAD THE TEAM AS A CAPTAIN TO IMPROVE TEAM PERFORMANCE.



WORK EXPERIENCES



SALA KL | SERVICE CREW NOVEMBER 2020 - FEBRUARY 2021 (4 MONTHS)



- Addressed customers concerns and dissatisfaction of the service and ensure a positive brand image.
- Monitored food & accessories supply inventory and restock to maintain smooth and efficient workdays.
- Pushed sales through the engagement of customers, suggestive selling and sharing product knowledge.
- Worked closely with kitchen crew to ensure smooth preparation and delivery within the sufficient time.

SALA KL | HUMAN RESOURCES ASSISTANT JULY - SEPTEMBER 2024 (3 MONTHS)



- Assisted with KWSP/EPF management, ensuring employee contributions were processed accurately and on time.
- Supported HR-related tasks, including record keeping, payroll assistance, and general administrative duties.
- Handled cash and managed financial transactions.
- Addressed employee payroll inquiries and resolved discrepancies in collaboration with the HR department.