



MUHAMMAD HARIS IMRAN BIN NASZIM



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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



ACHIEVEMENT AND ACTIVITIES



MAJLIS SUKAN SEKOLAH SEKOLAH DAERAH (AUGUST 2018 – 2023)

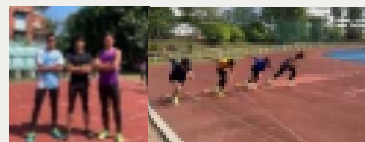


COACH OF TRACK & FIELD TEAMS FOR MY SCHOOL

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



MAJLIS SUKAN SEKOLAH SEKOLAH SELANGOR (SEPTEMBER 2023)



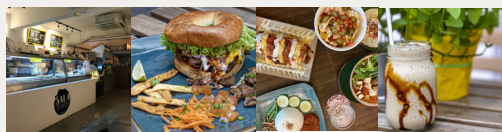
REPRESENTED MY SCHOOL TRACK & FIELD IN 100M, 200M

- 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.