

# MUHAMMAD ZULFADHLI BIN HAMID

No 107, Jalan Bunga Tanjung, Taman Seroja,  
35800 Slim River, Perak.  
Phone Number: 013 - 4027631  
[zulfadhlihamid91@yahoo.com](mailto:zulfadhlihamid91@yahoo.com)



## 1. OBJECTIVE

To combine the knowledge from *Records Management* field and *Civil Engineering Studies* then apply to organization and build up the *career*. Ready to work as *Document Controller*, *Records Manager*, *Assistant Engineer*, *Technician* or *any post*.

## 2. PERSONAL INFORMATION

NRIC : 911218 - 08 - 6159  
Age : 24 Years Old  
Gender : Male

Status : Single  
Race : Malay  
Nationality : Malaysian

## 3. EDUCATION

**Bachelor of Science (Hons) Management of Records** 2012 - Present  
Universiti Teknologi Mara  
**Current CGPA = 3.46**  
*\*Will finished for the last semester on 30 June 2016*

**Diploma in Civil Engineering Studies** 2012  
Politeknik Ungku Omar  
**CGPA = 3.59**

**SPM (Civil Engineering Studies)** 2008  
Sek.Men Teknik Taiping

## 4. WORK EXPERIENCE

Suruhanjaya Syarikat Malaysia, KL Sentral	Student Trainee	2016
Ampang Superbowl, Ipoh, Perak	Customer Relation	2012
Jabatan Kerja Raya Kuala Kangsar, Perak	Student Trainee	2011
Petronas Petrol Pump at Kuala Kangsar, Perak	Pump Assistant	2011

## 5. SKILLS

Computer Skills : Microsoft Office (Word/Power Point/Excel), Windows Movie Makers and Macromedia Director.  
Communication Skills : Malay & English.

## 6. EXTRA – CURRICULAR ACTIVITIES

### President of Society

- Preparing the paperwork for program
- Leading the society & handle the meeting
- Discussing with society adviser

Persatuan Mahasiswa Hadhari  
(PMH)

### Technical, ICT and Logistics Bureau

- Responsibilities in technical part for association
- Handling with laptop, microphone, P/A System
- Photographer for program

Information Management  
Student Association  
(IMSA)

### Class Monitor

- Representative member of the class
- Relay information from teachers

Form 4 & Form 5

## 7. PARTICIPATION

- Health and Safety Induction Course for Construction Workers (CIDB).
- Student Leadership Courses (PUO).
- Workshop Application Software SPPS and ATLAS.ti (UiTM).
- Six Sigma Course at Universiti Tun Hussien Onn Malaysia.
- Research Assistant for “*Kajian Pembangunan Arkib Korporat MAIS*”.
- Program of Academic Excellence for faculty as Mentor.
- Academic visit at Terengganu State Archives as Project Leader.

## 8. ACHIEVEMENT

- Award of the Head of Department
- Medal Head of Department
- Dean's list

Politeknik Ungku Omar  
Politeknik Ungku Omar  
Universiti Teknologi Mara

## 9. OTHER INFORMATION

- Driving licenses : B2, D
- Availability : 07 July 2016
- Expected Salary : Depend on the post.

## 10. REFERENCES

**Wan Abdul Malek Bin Wan Abdullah**  
Lecturer  
Faculty of Information Management  
Universiti Teknologi Mara  
Phone No: 013 – 6204466  
Email: [wongahlik@yahoo.com](mailto:wongahlik@yahoo.com)

**Mohd Zairul Bin Masron**  
Lecturer  
Faculty of Information Management  
Universiti Teknologi Mara  
Phone No: 013 – 2735104  
Email: [m.zairul81@gmail.com](mailto:m.zairul81@gmail.com)