

MUHAMMAD KHALIFF BIN AZHAR

A2-G-1, VISTA APARTMENT, BANDAR SERI ALAM,
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CAREER OBJECTIVE

Highly organised and focused. I am seeking a good post so that I can share my experience, expertise, and skills in contributing to the continued success of your widely respected company.

EDUCATION

2019-FEB 2024	<p><i>Degree</i> Bachelor of Business Administration (Hons.) Marketing Universiti Teknologi Mara (UiTM), Cawangan Johor, Kampus Pasir Gudang CGPA 3.65 Anugerah Graduan Terbaik (Kategori Siswa 2024)</p>
2016-2019	<p><i>Diploma</i> Diploma Tahfiz Al-Quran wal Qiraat Kolej Pengajian Islam Johor (MARSAH) Johor Bahru, Johor CGPA 3.65 Majlis Perwakilan Mahasiswa MARSAH (Exco Dakwah & Kepimpinan)</p>
2014-2015	<p><i>Secondary School</i> Royal Military College (RMC) Kem Perdana Sungai Besi, Kuala Lumpur SPM: 4A+ 2A 1A- 1B+ 2B 1C Senior Under Officer Delta Company (Highest Rank in Batch)</p>
2011-2013	<p><i>Secondary School</i> Sekolah Sultan Alam Shah (SAS) WP Putrajaya PMR: 8A</p>
2005-2010	<p><i>Primary School</i> Sekolah Kebangsaan Taman Rinting 3 (SKTR3) Masai, Johor UPSR: 5A</p>

SKILLS

- Accomplished Imam and professional with extensive experience in the Malaysian Culture.
- Charismatic and persuasive offering expertise in international relations.
- Communicates effectively with target audiences.
- Exasperated effort on guidance and counselling: marriage, family, social, and economical issues.
- Energetic and successful in community outreach for mission-oriented organizations.
- Cultivated positive relationships with the community through public relations.
- Expert in MS Office and fair in Photoshop.
- Results-driven, highly organised and a fine team player.

WORK EXPERIENCE

*February 2023
to present*

Islamic Affair Officer

PETRONNIC Sdn. Bhd. (Serving for PETRONAS Refinery and Petrochemical Corporation Sdn. Bhd.)

Duties and Responsibilities

- Acts as a religious leader in the religion of Islam such as the 5 daily obligatory prayers, hadeeth recitation and Quran teaching session.
- Does the preparation for the daily maghrib lecture and leads the Yaasin recitation every Thursday.
- Leads the du'a recitation, hajat prayer & tazkirah session for any gathering within the company.
- Monitors the sadaqa collection for the Mosque & Surau.
- Organises the events according to the timeline in Hijri calendar.
- Leads tarawih prayers, qiamullayl, tadarrus & khatam Quran event during Ramadhan.

Accomplishments

- Focused recognition (HRM PRPC Quarterly Meeting) – Smooth, safe and success of 'Nur Ramadhan PIC 2023'
- Focused recognition (HRM PRPC Quarterly Meeting) – 'Pengurusan Ibadah Korban Perdana PIC 2023'
- Focused recognition (8th PRPC Leadership Meeting) – Eid ul Adha PIC Qurbani Ceremony
- Focused recognition – PRPC Appreciation Day 2023 Committee
- Focused recognition – MTAQ West Coast Level 2023 Committee
- PETRONAS Walk4trees2.0 Video Challenge – 1st Place
- PIC Phasing Out USUP Video Competition – 1st Place
- PRPC Integrity Short Video Competition – 1st Place

*March 2022 to
January 2023*

Islamic Affair Officer

TMR LC Services Sdn. Bhd., Pengerang Integrated Complex, Johor

*July 2019 to
February 2022*

Imam

Masjid Bandar Seri Alam (MBSA), Masai, Johor.

*April 2018 to
June 2019*

Imam

Masjid Jamek As-Solihin (SEDC), Kempas, Johor.

PERSONAL INFORMATION

Date of Birth February 17, 1998

Place of Birth Hospital Penawar, Pasir Gudang, Johor

Nationality Malaysian

Height/Weight 168cm/75kg

Status Married with two kids

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PROFFESIONAL REFERENCE

M Faiz Lee bin Adi Johan Lee
Executive (Social Welfare)
Petroliam Nasional Berhad
Pengerang Integrated Complex,
81600 Pengerang, Johor
018-393 3440

CHARACTER REFERENCE

Muhammad Aufa Harizi bin Yusri
Religious Officer
PETRONAS Refinery and Petrochemical Corporation Sdn. Bhd.
Pengerang Integrated Complex,
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011-1311 8780