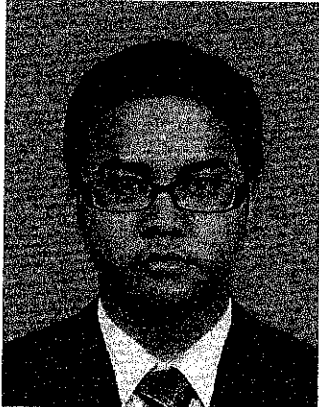


RESUME



MUHAMAD ZAID BIN MOHD RAMAN

**Lot 138, Lorong Bunga Raya,
Rancangan Tanah Belia
Bukit Changgang,
42700 Banting,
Selangor Darul Ehsan**

Mobile: 0136603827

Email: zaedraman@gmail.com

KEYS SKILLS

IT Skills

- Competent with all MS Office applications (Word, PowerPoint, Excel, Access)
- Web Design (Dreamweaver) and Adobe Photoshop
- Visual Studio, PHP, Flash, Java, HTML
- Develop a new website for Kolej MARA Banting.

EDUCATION AND QUALIFICATIONS

Highest Education

Level : Diploma
Major : Diploma In Computer Science (DCS).
Collage : Kolej Poly-Tech MARA (KPTM).
Locate In : KOLEJ POLY-TECH MARA SDN. BHD
Aras 4&5, Ibu Pejabat KPTM
Jalan 7/91, Taman Shamelin Perkasa
56100, Cheras Kuala Lumpur
Result CGPA : 3.43

Secondary Education

Level : Sijil Pelajaran Malaysia. (SPM 2009)
Major : Basic Economic and Commerce
School : Sekolah Agama Menengah Bandar Baru Salak Tinggi.
Locate In : Bandar Baru Salak Tinggi Sepang
Result : 1 A, 3 A-, 1 B+, 3 B, and 2 D.

EMPLOYMENT AND WORK EXPERIENCE

Date of Employment : From August 2013. To: September 2014
Company Name : Airport Limo (M) Sdn. Bhd
Job Title : Customer Service Representative (CSR)
Responsibilities : Attracts potential customers by answering product and service questions, suggesting information about other products and services. Recommends potential services to management by collecting customer information and analyze customer needs. Selecting and explaining the best solution to solve the problem.

Date of Employment : From October 2014. To: February 2015
Company Name : Damar Impex Travel Sdn. Bhd
Job Title : Customer Service Representative (CSR)
Responsibilities : To report daily meet and greet service to Sales & Operation Manager
: Handle and assist the guests request upon meeting at Paging Area in the Airport.
: Record all meet & greet service request by Operation Department.

Date of Employment : April 2015.
Company Name : Intercontinental Specialty Fats Sdn Bhd
Job Title : Operator
Responsibilities : Handle and ensure our oils follow the specification.
: Record all types of oil handled.
: Operate hydrogenated plant and Semi Continuous Deodorizing plant

REFERENCES

Name : Puan Noriati
Occupation : Senior Executive
Work place : Airport Limo (M) Sdn. Bhd.
Arrival Hall, Level 3,
KL International Aiport, Selangor
No. Telephone : 013-2068856

Name : Encik Erwan Bin Samsudin
Occupation : Sales Manager
Work place : No.1-1, Block 777,
Taman Langat Utama,
42700 Banting, Selangor
No. Telephone : 012-6333830

Nama : Encik Ahmad Ismadi
Occupation : Ketua Jabatan Semi Continuos Deodorizing (SCD)
Work place : Lot 12459, Batu 33 ½, Jalan Banting / Dengkil,
43800 Dengkil, Selangor.
No. Telephone : 012-3763050