



## AKMAL HAZIM BIN ABDUL RAZAK

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### OBJECTIVE

As a recent graduate with a Bachelor of Business Administration (Hons) Transport, my objective is to leverage my academic knowledge and passion for transport management to contribute effectively to the growth and success of a dynamic organization. I am eager to apply my skills and gain practical experience in areas such as logistics, supply chain management, and operations within the any sector, while continuously striving for professional development and excellence in my chosen field.

### EDUCATIONAL BACKGROUND

**UITM CAWANGAN SELANGOR, KAMPUS PUNCAK ALAM** (2020-2023)  
Bachelor of Business Administration (Hons.) Transport  
CGPA: 3.32

**MALACCA MATRICULATION COLLEGE** (2019-2020)  
Matriculation Certificate  
Accounting  
CGPA: 2.92

**SMK (A) SULTAN MUHAMMAD** (2014-2018)  
Sijil Pelajaran Malaysia (SPM)  
Result: 4 A

### WORKING EXPERIENCE

**KEMENTERIAN EKONOMI** (November 2023 - March 2024)  
MyStep N41

- Assist in preparing comprehensive reports and presentations to communicate economic insights and policy recommendations to senior officials.
- Collaborate with cross-functional teams within the ministry to ensure a coordinated approach to economic planning and policy implementation.
- Involve in preparation of **Kongres Ekonomi Bumiputera 2024** as member of the policy document preparation committee.

**KUMPULAN SEMESTA SDN BHD** (April 2023 - August 2023)  
Internship Trainee in Procurement Department

- **Inventory Management:** Implemented inventory control measures, reducing excess stock levels while maintaining supply chain efficiency.
- **Vendor Management:** Effectively managed relationships with key suppliers, negotiating favorable terms and ensuring on-time delivery of goods and services.

**PKT LOGISTICS (M) SDN BHD****(March 2023 - April 2023)**

Internship Warehouse Admin

- Generate and process shipping and receiving documentation.
- Handle data entry tasks related to inventory tracking, order processing, and stock levels.

**SKILLS****Software** : Microsoft Office Application, Canva, IBM SPSS**Language** : Bahasa Malaysia (native), English- MUET Band 4 (intermediate)**EXTRACURRICULAR INVOLVEMENT**

- |   |                         |
|---|-------------------------|
| • Program Director, Kursus Kepimpinan Dalam Organisasi, UiTM Puncak Alam                          | <b>(December 2022)</b>  |
| • Camp Commander, Kursus Pengurusan Pusat Pemindahan, UiTM Shah Alam                              | <b>(March 2023)</b>     |
| • Head of Bureau Dicipline, Kor Siswa Siswi Pertahanan Awam (KOR SISPA), UiTM Puncak Alam         | <b>(October 2022)</b>   |
| • Head of Bureau Logistics and Technical, Latihan Medan Pengurusan Asas Bencana, UiTM Puncak Alam | <b>(September 2022)</b> |
| • Member of Bureau Welfare, Kursus First Responder Life Support (FRLS) Level 1, UiTM Shah Alam    | <b>(March 2023)</b>     |
| • Participant, Kursus First Responder Life Support (FRLS) Level 1, UiTM Puncak Alam               | <b>(August 2022)</b>    |
| • Participant, Kursus Metodologi Latihan, UiTM Puncak Alam  | <b>(September 2022)</b> |
| • Participant, Kursus Bakal Pegawai, UiTM Puncak Alam   | <b>(September 2022)</b> |
| • Participant, Kursus Pengurusan Pusat Pemindahan, UiTM Puncak Alam                               | <b>(September 2022)</b> |

**ACHIEVEMENT**

- |   |                       |
|---|-----------------------|
| • Leftenan Muda Angkatan Pertahanan Awam Malaysia (APM)                                   | <b>(August 2023)</b>  |
| • Third Place, Karnival Kawad Kaki Peringkat Kebangsaan, Stadium Sukan Tunku Najihah USIM | <b>(October 2017)</b> |
| • First Place, Kawad Kaki Kadet Angkatan Pertahanan Awam Peringkat Negeri Melaka          | <b>(August 2018)</b>  |
| • Dean's Award Semester 1 and 6, Faculty of Management and Business, UiTM Puncak Alam     | <b>(2020-2023)</b>    |