

To whom it may concern:

Dear Sirs,

By way of introduction, my name is Zulfareez Firdaus Bin Azmi and I hold an Information Technology (Hons) degree (Majoring in Information System Engineering) from Universiti Teknologi Mara (UiTM), Malaysia.

I just completed my internship with the Company Secretary Department of Permodalan Nasional Berhad ("PNB") on 30 January 2023. During my internship, I was given a task related to my field, designing and developing a new system for Company Secretary, such as the iPad inventory system. I also performed various secretarial tasks, including arrangements for the signature of legal documents and agreements. I performed well during the internship, which exposed me to administrative, secretarial and technological knowledge.

Previously, I worked as an intern at Panasonic ("PMMA") Shah Alam. During my internship, I was given tasks related to IT matters, such as supporting the IT team in maintaining hardware, software, and other systems, assisting with troubleshooting issues, providing technical support, and maintaining IT resources. This experience has given me the ability to think critically and use data to make informed decisions, which would be valuable skills in this field. I believe these skills and experiences have prepared me for this position, and I am eager to learn and grow in this field.

I believe my qualifications, knowledge, and technical know-how in IT will help me contribute significantly to your company. I am motivated, hardworking, and able to work under pressure and meet tight deadlines. I'm also a quick learner and willing to work hard to build my skill base. I am interested in being part of an organization where I can fully utilize my skills and significantly contribute to the employer's success and my individual growth.

Attached herewith is my Resume and Recommendation Letter together for your kind consideration. Hence, I would be much obliged if you could consider me for the entry-level position and look forward to your response and hopefully scheduling an interview as soon as possible. I can be reached at 011-6453 6137 or via zulfareezfirdaus7@gmail.com.

Thank you.