



PERSONAL BACKGROUND

I am kind of person that like to learn new things and able to adapt in new environment. I describe myself as organized and good in time management.

CONTACT INFO

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SKILLS

Technical Skills

- Microsoft Word
- Microsoft Office
- Microsoft Excel
- Computer literate

Soft Skills 1

- Communication skills
 - Vice President, Persatuan Diploma Perbankan UiTM Kelantan.
 - Arrange a meeting with team members every programme.
 - Dealing with any organizer in respect to conduct programme in faculty.

Soft Skills 2

- Leadership skills
 - Project director (Festival Entrepreneur and Career 2019).
 - Review the minutes of meeting and ensure all decision are followed.
 - Ensuring that a given task to team members can be completed.

Soft Skills 3

- Teamwork skills
 - Head of corporate and protocol relations, National Symposium Of Social Science 2019 (NASSc 2019).

MUHAMMAD AMIR FIRDAUS BIN ZULKIFLE

WORK EXPERIENCE

Cashier

Bizmart Book and Such UiTM Kelantan
January 2019 - Disember 2019

- Handles refunds for returned items and purchases used textbooks according to guidelines does related work as required.
- Reorders, stocks and prices a wide variety of candy and other items create store displays and promotions.

Waitress

Pizza Hut Restaurant
January 2017 - April 2017

- Servers make sure that each customer at every table in the restaurant enjoys a fun, friendly, and relaxing dining experience.
- Servers greet and seat customers, take food orders, and take care of any special needs of the customer.

EDUCATION BACKGROUND

University Technology Mara (UiTM), Cawangan Kelantan

Diploma Banking Studies

Year: 2018-2021

- Vice President, Persatuan Diploma Banking Studies UiTM Kelantan

Pre Diploma University Technology Mara (UiTM)

Pre Diploma Business Management

Year: 2018

Sekolah Menengah Kebangsaan Kerteh

Sijil Pelajaran Malaysia (SPM)

Year: 2012-2016

ADDED VALUE

1. Participated in Program Cash at Campus 2018 as a treasurer.
2. Participated in National Symposium Of Social Science 2019 (NASSc 2019).

REFERENCES

Available upon request