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<https://www.hanifmohd.net>

**MOHD HANIF MOHAMAD**  
SENIOR ASSISTANT ADMINISTRATIVE OFFICER N36

“ Successful people do what unsuccessful people are not willing to do.  
Don't wish it were easier; wish you were better. ”  
**Jim Rohn**



Ability to balance workloads efficiently analytically and able to adjust in a constantly changing environment. Ability to learn computer programming efficiently and internet savvy with excellent verbal written communication skills. High skills of maintaining confidentiality in handling sensitive issues. Flexible and able to work under pressure.

**WORKING EXPERIENCE**

**Lab School**

SENIOR ASSISTANT ADMINISTRATIVE OFFICER **N36**  
15 JAN 2020 - PRESENT

**Transportation Department**

SENIOR ASSISTANT ADMINISTRATIVE OFFICER **N36**  
15 JUNE 2019 - 14 JAN 2020

**Pejabat Karang Mengarang (UPSI PRESS)**

SENIOR ASSISTANT ADMINISTRATIVE OFFICER **N36**  
15 FEB 2017 - 14 JUNE 2019

**Faculty of Human Development**

SENIOR ASSISTANT ADMINISTRATIVE OFFICER **N32**  
16 MAY 2012 - 14 FEB 2017

**Co-curriculum Centre**

ASSISTANT ADMINISTRATIVE OFFICER **N27**  
01 OCT 2007 - 15 MAY 2012

**EDUCATION**

**Bachelor of Administrative Science (Honours)**

Universiti Teknologi MARA UTM  
**2017**

**Diploma in Sports and Recreation Management**

Universiti Teknologi MARA UTM  
**2005**

**INTEREST**

Machine Learning  
Artificial Intelligence (AI)  
Internet of Things (IoT)

Office Automation System  
Knowledge Management  
Leadership 4.0



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**AWARD**

- ★ ANUGERAH PERKHIDMATAN CEMERLANG **2020**
- ★ ANUGERAH TOKOH PELAKSANA **2019**
- ★ ANUGERAH PERKHIDMATAN CEMERLANG **2014**
- ★ ANUGERAH PERKHIDMATAN CEMERLANG **2009**
- ★ SIJIL PENGHARGAAN PERKHIDMATAN CEMERLANG **2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020**

**MY ASSESSMENT MARKS**

2020	100 / 100
2019	94.50 / 100
2018	99.00 / 100
2017	91.50 / 100
2016	96.25 / 100

**LANGUAGES**

MALAY



ENGLISH



ARABIC



**SKILLS**



**HOBBIES**

