

25 March 2014

Luqman Emir Bin Kamal Effendy
E-02-08 Kondominium Dwi Mahkota, Jalan
Persiaran Tanjung, Tmn Bukit Aliff , 81200
Johor Bahru, Johor.

To Whom It May Concern:

Dear Sir / Madam,

I am pleased to submit my application for position in your highly reputable company. I have completed my Diploma in Communication and Media. I am currently looking for experience to further enhance the knowledge and skills that I have gained through my diploma.

With the qualification that I have gained thus far, I believe I can offer the skills needed to perform in order to uphold the expectation of your highly reputable company. I am always motivated to stand out above my peers and I am often acknowledged for producing work that is of the best quality. I am a fast learner with positive attitude and endless determination to perform and succeed in everything I do.

I am competent in Microsoft Words, Excel, PowerPoint, In Design, Adobe Illustrator and Google Chrome. I am always ready to learn and adapt new things.

If you have any enquiries I can be contacted through my mobile number 0166697543 or email luqmanemir7@gmail.com. Hope to hear from you soon.

Yours faithfully,

Luqman Emir

(Luqman Emir B. Kamal Effendy)

LUQMAN EMIR BIN KAMAL EFFENDY
E-02-08 KONDOMINIUM DWI MAHKOTA,
JLN PESIARAN TANJUNG, TMN BUKIT ALIFF
81200 JOHOR BAHRU, JOHOR
0166697543
luqmanemir7@gmail.com



PERSONAL PARTICULARS

Gender	:	Male
Age	:	21 years old
Date of birth	:	26 May 1993
Marital status	:	Single
Race	:	Malay
NRIC	:	930526-01-5751
Nationality	:	Malaysian

CAREER OBJECTIVES

- To obtain further experience and exposure in the related field as well as learn to cope with the challenges in the working environment
- To be part of a credible and highly motivated company that could serve as the platform to provide the knowledge and experience in maximizing my potential in the industry

PERSONAL TRAITS

I have a Diploma qualification in Communication and Media (DCM) obtained from University Selangor (UNISEL). A focused and driven person, I am always keen to learn and acquire working experience that will benefit and enhance my knowledge and capabilities in the industry. I can perform tasks assigned effectively within a pressurized environment and have no problem in effectively executing and performing orders from management or those who are of senior to me. I am highly driven to make the most out of everything I embark on. I am a hardworking person and also a fast paced learner and could perform with minimized supervision. I am always motivated to stand out above my peers and I believe that people learn best through personal experience. I am open minded and I enjoy meeting new people, as I have no problems making friends. I have also

been described as a good team player who is able to contribute in achieving the organization's goals.

EDUCATIONAL BACKGROUND

2011-2013	:	Diploma in Communication and Media (DCM)
2010	:	SPM (SEKOLAH MENENGAH BANDAR BARU UDA)
2008	:	PMR (SEKOLAH MENENGAH BANDAR BARU UDA)

WORKING EXPERIENCE

December 2011		
Sales promoter		- (MYDIN) Johor Bahru
May 2013		
Administrative Assistant		- (KEONSAE CORP) Johor Bahru
April 2014		
Aquaculture Department		- (Jab. Perikanan) Johor Bahru

SKILLS & INTERESTS

- Has fairly good knowledge of computer skills
- Fluent in both English and Malay language.
- Posses good interpersonal and communication skills
- Good in communicating and establishing good rapport with colleagues
- A fast learner
- Motivated to learn new things
- Has positive and can-do attitude
- Willing to work extra hours
- Highly self-motivated and has the ambition to perform and produce the best results.
- Able to demonstrate professional working ethics and ensure smooth procedure operation to be done

COMPUTER & TECHNICAL SKILLS

Competent user of Microsoft Words, Excel, PowerPoint, In Design, Adobe Illustrator and Google Chrome.

JOB PREFERENCES

Expected Salary : MYR 1500-2000 (Negotiable)

EXTRACURRICULAR ACTIVITIES

2013

UNIFUTSAL (ORGANISER)

2013

SELAMATKAN SUNGAI SELANGOR (ORGANISER)

REFERENCES

The following persons have agreed to provide any additional information regarding my qualification and character

Sir Hasni Meon.

Head of Programme in Diploma Communication and Media (DCM)

UNISEL, Shah Alam

Contact: 019-2307890

Fairuz Saif

Manager of Keonsae Corporation

Contact: 01126729122

Puan Habsah

Assistant of Aquaculture Department

Contact: 0137305724

