

## MOHAMAD FAIZAL BIN MOHD SANI

No 103-01-14 Seksyen 7,  
Jalan Plumbum 7/96,  
40000 Shah Alam,  
Selangor Darul Ehsan  
017-3651398

pezalreds\_168@yahoo.com



### CAREER OBJECTIVE

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Offering my service in an organization that enables me to fully utilize my knowledge and skills in a position that requires an innovative, challenging and dynamic person and to value-add to the company's missions and culture. Intend to serve in the development of human capital.

### PERSONAL DETAILS

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Gender	:	Male
I/C No	:	910816-06-5871
Date of Birth	:	16 <sup>th</sup> August 1991
Age	:	23
Nationality	:	Malaysian
Race	:	Malay
Living Location	:	Shah Alam, Selangor
Marital Status	:	Single
Driving License	:	B2, D
Own Transport	:	Yes
Expected Salary	:	RM2000 (Negotiable)
Willingness To Serve	:	Anytime

### LANGUAGES

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Bahasa Melayu	:	Excellent in writing and speaking
English	:	Moderate in writing and speaking
Arabic	:	Basic in writing and speaking

## EDUCATIONAL BACKGROUND

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**Qualification** : Bachelor in Administrative Science (Hons)  
**Institution** : Universiti Teknologi MARA (UiTM), Shah Alam  
**CGPA** : 2.85  
**Completion Date** : 2014

**Qualification** : Diploma in Public Administration  
**Institution** : Universiti Teknologi MARA (UiTM), Terengganu  
**CGPA** : 2.49  
**Completion Date** : 2012

**Qualification** : Sijil Pelajaran Malaysia (SPM)  
**Institution** : Sekolah Menengah Kebangsaan Jengka 18  
**Result** : 3A 1B 3C  
**Completion Date** : 2008

## JOB EXPERIENCE

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### 1) 11.02.2014 – 31.03.2014

I have been worked with 7Eleven Sdn Bhd at i-City store as Store Associate. During my period, I managed to learn new skills like handling all the invoices received from vendor and managed to communicate well with all customers. After one and half month, I have terminated my contract as I want to find any job and gain experience that is related with my field.

### 2) 22.07.2013 – 30.08.2013

I have been completed my internship period as Trainee at the Administrative Unit of UiTM Jengka, Pahang. During the period, I have been exposed and assigned with the daily office administration duties like fillings, key in data, preparing formal letter and so forth. All of the skills will be an advantage that will be use in administrative sector.

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## **CURRICULUM ACTIVITIES**

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### **UiTM Shah Alam:**

- 2013** A participant in 'FSPP Campus Green Day 2013' organized by Faculty of Administrative Science and Policy Studies, UiTM Shah Alam
- 2012** A participant in Module 5 and 6 organized by Faculty of Administrative Science and Policy Studies
- 2012** A participant in Local Government Conference organized by Faculty of Administrative Science and Policy Studies, UiTM Shah Alam

## **CO-CURRICULUM ACTIVITIES**

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### **UiTM Shah Alam:**

- 2012** A participant in Sukan Antara Fakulti (SAF) organized by Universiti Teknologi Mara (UiTM)
- 2012** A participant in Futsal 'Piala Pusingan Dekan' organized by Faculty of Administrative Science and Policy Studies, UiTM Shah Alam
- 2013** A participant in Sukan Antara Fakulti (SAF) organized by Universiti Teknologi Mara (UiTM)
- 2013** A participant in Futsal 'Piala Pusingan Dekan' organized by Faculty of Administrative Science and Policy Studies, UiTM Shah Alam

### **UiTM Terengganu:**

- 2010** A participant in KPT-UiTM Cabaran Orientering 1Malaysia organized by Kementerian Pengajian Tinggi
- 2010** A participant in Futsal 'Kejohanan Futsal ASCAPS' organized by Faculty of Administrative Science and Policy Study

## **PERSONAL CHARACTERISTICS**

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- 1) Able to communicate in Bahasa Melayu and English
  - 2) Able to work independently with minimum supervision
  - 3) Willingness to do work for extra times in the office
  - 4) Able to work hard and active personality
  - 5) Love to learn something new
  - 6) Can work with Microsoft Works
  - 7) Punctuality in attendance
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## REFERENCES

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1. **Name:** Pn. Nurulaini Zamhury

**Position:** Lecturer/Coordinator Programme of Faculty of Administrative Science and Policy Studies, Universiti Teknologi Mara (UiTM), Shah Alam Campus

**Contact Number:** 03-55445899/013-3700012

**E-mail:** nurulaini0999@salam.uitm.edu.my

2. **Name:** Pn. Norleha Mohamad

**Position:** Executive Officer of Administrative Unit, Universiti Teknologi Mara (UiTM), Jengka Campus

**Contact Number:** 09-4602026

**Email:** norleha@pahang.uitm.edu.my