

MUHAMAD ADIB BIN YUSOFF

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IC. No: 900422-14-5095
International Passport: A31135617
Date of Birth: 22 April 1990
Age: 23 years old
Sex: Male
Marital Status: Single



Objective and Summary

An individual who enjoys being a key member of an achievement oriented team that delivers results. Enjoy the constant challenge by successfully completing tasks and following through processes with an enthusiastic approach & moving forward in a sense of self development, either within the organization or the environment.

Education

- 2013 - 2013:** **PAHANG SKILLS DEVELOPMENT CENTER (PSDC)**
Professional Certificate of Process Plant's Safety and Health
- 2008 - 2012:** **UNIVERSITI MALAYSIA SARAWAK (UNIMAS)**
Bachelor of Science (Hons) Science and Animal Resource Management
- Majoring in Biology, Genetics, Statistics and Environmental Research
 - Pass in Environmental Impact Assessment (EIA)
 - Pass in Malaysia's Environmental Law
 - Pass in Remote Sensing and GIS
- 2007 - 2008:** **PAHANG MATRICULATION COLLEGE (KMPH)**
Life Science
- 2002 - 2006:** **MARA JUNIOR SCIENCE COLLEGE KUALA KUBU BHARU (MRSM KKB)**
Malaysian Certificate of Education (SPM), 8As 2Bs
Lower Certificate of Education (PMR), 6As 2Bs
- 1997 - 2001:** **NATIONAL SCHOOL (2) TAMAN KERAMAT, KUALA LUMPUR**
Primary School Achievement Test (UPSR), 5As
Level One Evaluation (PTS), Passed

Related Courses Attended

Wire Rope Inspector
 Wire Rope Resin Socketing
 Scheduled Waste Management
 Safety and Health Officer Certification Course (SHO)
 Oil and Gas Safety Passport (OGSP)
 CIDB Green Card Course
 Industrial First Aid
 Basic Fire Fighting
 Confined Space Entry and Rescue
 Emergency Response and Planning
 Hazard and Operability Studies
 Job Safety Analysis (JSA) (In-house)
 Office's Safety (In-house)
 Urine, Drug, and Alcohol Test (In-house)

Career Experiences (Summary)

<u>PERIOD</u>	<u>COMPANY</u>	<u>POSITION</u>
June 2013 – October 2013	SAPURAKENCANA PETROLEUM BERHAD, OFFSHORE CONSTRUCTION AND SUBSEA SERVICES (HSE)	HSE Assistant
March 2013 – May 2013	CHUKKA, HYATT REGENCY KUANTAN RESORT	Bistro Waiter
March 2013 – May 2013	HYATT REGENCY KUANTAN RESORT	Housekeeping Attendant
August 2012 – February 2013	UTC K.L. B-3	Retail Manager
August 2012 – February 2013	NS WANDERERS RUGBY CLUB MALAYSIA	Rugby Player
May 2012 – August 2012	PULLMAN HOTEL, KUCHING	Steward
August 2011 – October 2012	RESERVE OFFICER TRAINING UNIT WATANIAH ARMY REGIMENT (UNIMAS)	Second Lieutenant
May 2010 – July 2010	ZOO NEGARA	Internship Trainee
August 2008 – August 2012	KUCHING RUGBY FOOTBALL CLUB MALAYSIA	Rugby Player
May 2008 – July 2011	RESERVE OFFICER TRAINING UNIT WATANIAH ARMY REGIMENT (UNIMAS)	Officer Cadet

Career Experiences (Job Description)

HSE Assistant

June 2013 – October 2013

SAPURAKENCANA PETROLEUM BERHAD, OFFSHORE CONSTRUCTION AND SUBSEA SERVICES (HSE)

- Translate various inspection forms from Malay to English and vice versa.
- Create various new inspection form for operation base
- Perform as a translator for English based training courses such as Wire Rope Inspector and Wire Rope Resin Socketing courses.
- Assist in closing audit findings and audit reports.
- Handle daily toolbox briefing advising and sharing information to employees regarding HSE.
- Perform various inspection; lifting gear, PPE, forklift, hygiene, first aid kit, fire extinguisher.
- Carry out Urine, Drug, and Alcohol Test (UDAT) in worksites and on ships; pre access, random.
- Handle HSE Briefing Induction for visitors and new employees.
- Handle Permit to Work (PTW) application; in-house, Johor Port Berhad (JPB).
- Assist any in-house training regarding HSE to employees.
- Regular maintenance of first aid room housekeeping.
- Perform regular site walkabout to find and eliminate hazard according to hazard hierarchy control.
- Create HSE Flash information for Operation Base
- Provide assistance in documentation filing system
- Give suggestions and opinions regarding HSE matters within offshore work scope
- Analyse report, PTW, JSA and other HSE related documents
- Analyse barge / vessel layout for familiarization
- Familiarize with subsea pipe laying procedures
- Familiarize with installation of topside, jacket, structure, pile, flare, grillages fabrication, and sea fastening process.
- Attend meetings; Daily Progress, HSE Committee.
- Assist in giving scheduled health talk to employees.
- Perform investigation and report notification of any incidents occurring at workplace or during work hour.
- Supervise fabrication and testing of equipment in work site and on barges.
- Handle business proposal and quotation from contractor regarding HSE services.
- Create HSE Awareness campaign for UCUA programme.
- Design HSE Awareness posters and banners; weekly safety focus, weight loss challenge, smoke responsibly
- Advise superior regarding HSE matters.
- Assist in screening application for employment of HSE division.
- Assist in the creation of HSE procedures manual.

Bistro Waiter

March 2013 – May 2013

CHUKKA, HYATT REGENCY KUANTAN RESORT

- Prepare tables for meals, including setting up items such as linens, silverware, and glassware.
- Present menus to patrons and answer questions about menu items, making recommendations upon request.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at tables as required.
- Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.

Housekeeping Attendant**March 2013 – May 2013****HYATT REGENCY KUANTAN RESORT**

- Conduct cleaning duties in the assigned Place of Work.
- Provide a courteous, professional, efficient and flexible service to customers.
- Is directly accountable for all duties identified on the cleaner work routine assigned by the Housekeeping Services Supervisor.
- Ensures all duties are performed in an efficient and effective manner with proper utilization and care of department products and equipment.
- Ensures all standards established through the department's Quality Improvement Program are maintained.
- Ensures all duties are carried out in a manner which does not cause risk of injury to residents and staff.

Retail Manager**August 2012 – February 2013****UTC K.L. B-3**

- Handling transaction of money from hundreds to thousands of Ringgit Malaysia weekly.
- Organizing records and account.
- Maintains the stability and reputation of the store by complying with legal requirements.
- Markets merchandise by studying advertising, sales promotion, and display plans; analysing operating and financial statements for profitability ratios.
- Secures merchandise by implementing security systems and measures.
- Protects employees and customers by providing a safe and clean store environment.

Rugby Player**August 2012 – February 2013****NS WANDERERS RUGBY CLUB MALAYSIA**

- Hooker and flanker position
- Exercise and practice under the direction of athletic trainers or professional coaches, in order to develop skills, improve physical condition, and prepare for competitions.
- Play in a disciplined and competitive manner with respect to the referee, the opposition, teammate and self.
- Attend scheduled practice and training sessions.

Steward**PULLMAN HOTEL, KUCHING****May 2012 – August 2012**

- Transfer supplies and equipment between storage and work areas, by hand or using hand trucks.
- Handling various chemicals used in the kitchen.
- Sort and remove trash, placing it in designated pickup areas.
- Place clean dishes, utensils, and cooking equipment in storage areas.
- Maintain kitchen work areas, equipment, and utensils in clean and orderly condition.

Second Lieutenant**August 2011 – October 2012****RESERVE OFFICER TRAINING UNIT WATANIAH ARMY REGIMENT (UNIMAS)**

- Teaching weapons and war tactics at platoon level.
- Coordinate the employment of soldiers in a platoon during field exercise.
- Developing doctrine, organizations and equipment for unique infantry missions within platoon.
- Organise offensive and defensive war tactics at platoon level.
- Run weekly check of platoon's weapons for safety purposes.
- Instruct and supervise platoon marching exercise.
- Provide good example to subordinates as a military officer.

Internship Trainee

May 2010 – July 2010

ZOO NEGARA

- Feeding, maintaining and cleaning the animals, diet preparation, behavioural observation, record keeping, and exhibit maintenance and providing environmental enrichment for the animals in care.
- Informing an audience, in an exhibit or presentation, about certain types of animals and their behavioural characteristics.
- Clean enclosures daily by using disinfectant, scrubber and high pressurised water.
- Responsible in promoting awareness of threatened species to the public.

Rugby Player

August 2008 – August 2012

KUCHING RUGBY FOOTBALL CLUB MALAYSIA

- Hooker position.
- Attend scheduled practice and training sessions.
- Teaching rugby tactics and skills to school participants during rugby clinic.
- Play in a disciplined and competitive manner with respect to the referee, the opposition, teammate and self.
- Represent club, performing such activities as meeting with members of the media, making speeches, or participating in charity events.

Officer Cadet

May 2008 – July 2011

RESERVE OFFICER TRAINING UNIT WATANIAH ARMY REGIMENT (UNIMAS)

- Holding the rank of corporal.
- Organise filing system, financial record and documentation of platoon.
- Conduct and manage sports events within the company infantry.
- Oblige to regimental duties during service as compliance with the military law.
- Involve in providing public service to the locals in need such as repairing house, gardening, and cooking.

Skills

- **Computer**
 - Microsoft Office – Word, PowerPoint, Excel and Publisher
 - Adobe – Photoshop CS5
 - Operation System Maintenance – hardware and software installation, format, tuning, tweaking, organizing
 - GIS – geographical information system software, positioning software
 - mtDNA – handling DNA and PCR calculation
- **Personal**
 - Able to adapt in multicultural environment
 - Able to make split second decision in times of need
 - Able to work under pressure
 - Have good leadership and communication skills
 - A quick learner in any conditions
- **Driving License** : Class D
: Class B2
- **Willingness To Travel** : Yes
- **Willingness To Relocate** : Yes

Extra-Curricular Activities & Leadership

Johor Rugby League President's Cup (2013)	Quarter Final, Player
Malaysia Rugby Union National Inter Club Championship (2013)	Champion, Player
Prince Cup Rugby Tournament, NS Wanderers vs. COBRA (2013)	Runner Up, Player
Malaysia Rugby Union Agong's Cup (2012)	Runner Up, Player
COBRA 10's International Rugby Tournament (2012)	Quarter Final, Player
Kuching 7's Rugby Tournament (2012)	Quarter Final, Player
Sarawak Head Hunters State Team vs. Hong Kong Rhinos Rugby match (2012)	Runner Up, Player
Sarawak Rugby Union 15's Division Rugby Tournament (2012)	Runner Up, Player
ANSARA Alumni Rugby Tournament (2012)	Quarter Final, Captain
30 th Royal Commission of Wataniah Army Regiment (2011)	Second Lieutenant
1Citizen Program of Digital Etiquette Certification Program (2011)	Participant
Credit Counselling and Debt Management Agency Seminar (2011)	Participant
Gunung Ledang Hiking Expedition (2011)	Sweeper
Gunung Stong Hiking Expedition (2011)	Committee
Frank Gaffney Cup Rugby Tournament (2011)	Champion, Player
Gunung Santubong Hiking Expedition (2010)	Sweeper
International Baram Trophy Rugby Tournament (2010)	Semi Final, Player
Bumiputera Entrepreneurs Award (2010)	Participant
Simon Peter Louis Cup Rugby Tournament (2010)	Champion, Player
Kuching Guinness League Rugby Tournament (2010)	Semi Final, Player
Wataniah Army Regiment Jungle Navigation Competition (2010)	Champion, Team Leader
Wataniah Army Regiment Marksman Competition (2010)	Champion, Team Leader
Sarawak Rugby Union Open 10's Tournament (2009)	Quarter Final, Player
XL Mountain Bike Club, Mountain Bike Ride to 60KM Jim Thompson Trail (2008)	Participant
Gunung Regu Hiking Expedition (2009)	Team Leader
Gunung Gading Hiking Expedition (2008)	Team Leader
BHP 6KM Orange Run (2007)	Participant

Language Proficiency

	<u>Spoken</u>	<u>Written</u>
• Malay	Excellent	Excellent
• English	Excellent	Excellent
• Iban	Good	Good

Job Preferences

- Expected Basic Salary: Negotiable
- Availability: Immediately

References

Name : Franco Augustine
Contact No. : +60146825477
Email : franco_3131@yahoo.com
Education : Malaysian Certificate of Education (SPM)
Position : Sergeant (Retired)
Company : Malaysian Armed Forces
Relationship : Military Trainer

Name : Dr Lim Chan Koon
Contact No. : +60198567809
Email : cklim@frst.unimas.my
Education : BSc (U. Malaya), PhD (Kent)
Position : Senior Lecturer
Company : Universiti Malaysia Sarawak (UNIMAS)
Relationship : Mentor

Name : Ezhar Safawi Bin Bujang Safawi
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Email : esafawi@sarawakenergy.com.my
Education : DipBMA, BSc, MSc
Position : Senior Executive
Company : Sarawak Energy
Relationship : Teammate

Name : Elias Khalid
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Email : melias@sapurakencana.com
Position : Senior Safety Officer
Company : SapuraKencana Petroleum Berhad,
Offshore Construction and Subsea Services (HSE)
Relationship : Supervisor

Name : Ismail Halib
Contact No. : +60194580245
Email : ismail.h@sapurakencana.com
Position : Senior Medic / Lead Marine Base (HSE)
Company : SapuraKencana Petroleum Berhad,
Offshore Construction and Subsea Services (HSE)
Relationship : Supervisor