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**CURRICULUM VITAE**

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| **PERSONAL PARTICULARS** | |
| **Full Name** | Muhammad Aiman Bin Mhd Ali |
| **Correspondence Address** | Batu 35 1/2, Kampung Kelapa, Jalan Johor, 82000 Pontian, Johor, Malaysia. |
| **Contact Number** | +60177642879 |
| **Email** | [muhammad\_aiman147@yahoo.com](mailto:muhammad_aiman147@yahoo.com) |
| **Date of Birth** | 17 November 1993 |
| **Age** | 21 |
| **Gender** | Male |
| **Status** | Single |

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| **OBJECTIVE** |
| *I want to be the best at my job, to be a hardworking employee, to search high and low for my strengths and weaknesses, to beat my weakness is my goal, and improving my strength I will never frail.* |

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| ***Years*** | ***Institutions*** | ***Qualifications*** |
| 2009 - 2010 | SMK Dato’ Penggawa Barat | SPM |
| 2011 – 2014 | Kolej Professional MARA Indera Mahkota | Diploma in English Communication  (Graduating in September 2014) |
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| **OTHER CERTIFICATIONS, HONORS & SCHOLARSHIPS** |
| Member of Jabatan Perkhidmatan Awam in College |
| Involved in the opening ceremony of MARA new Head Quarters at Kuala Lumpur |
| Participated in Tanjung Piai Eco-Run 2007 |
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| **PROFESSIONAL EXPERIENCEL WORK EXPERIENCE** | |
| ***Company*** | *Pejabat MARA Daerah Pontian* |
| ***Employment Period*** | 3 Months |
| ***Industry*** | Administration |
| ***Position*** | Front Desk Receptionist |
| ***Responsibilities*** | 1. Developing communication skills with the other employees. 2. Make sure that the customers are satisfied with my delivery. 3. Handling incoming and outgoing calls. 4. Follows the rules and regulation 5. Must be punctual at events and also in the office. |
| **PROFESSIONAL EXPERIENCEL WORK EXPERIENCE** | |
| ***Company*** | *Black Canyon Restaurants* |
| ***Employment Period*** | 2 Months |
| ***Industry*** | Foods |
| ***Position*** | Waiter |
| ***Responsibilities*** | 1. Making sure that customers meet their expectation of the restaurants in serving foods, customer satisfaction and the delivery of foods. 2. Must follow the restaurant’s rules and regulation. 3. Follows the manager’s order without hesitation in the restaurants 4. Respect the senior employees and upper management. |

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| ADDITIONAL SKILLS & INTEREST | |
| ***Software*** | Advanced User of Microsoft Office applications: Word, Excel and Powerpoint.  Comfortable with any kind of internet browser |
| ***Languages*** | Fluent in written and spoken in both Bahasa Malaysia and English |
| ***Interests*** | Learning new cultures and meeting new people |

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| **PREFERENCE** | |
| ***Willingness to Travel*** | Yes. |
| ***Availability*** | One (1) week notice |
| ***Expected Salary*** | Negotiable |

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| **REFERENCES** | |
| Zaihusny Binti Mat Husin  Pegawai MARA Daerah Pontian  +607-6871473 (Working Hours) |  |

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| **MISCELLANEOUS** |
| Currently I am to be receiving my Diploma certificate in September 2014. |