



ALI IMRAN BIN MUSTAPHA

134, JALAN TS2/14,
TAMAN SURIA,
06000 JITRA, KEDAH
011-12424352

E-mail: lpfanz_meteora@yahoo.com

PERSONAL PARTICULARS

Age	: 29 years	Date of Birth	: 16 th June 1988
Nationality	: Malaysian	Gender	: Male
Marital Status	: Married	I/C Number	: 880616-02-5037

Adaptable and motivated Business Studies graduate seeking a career in an Business position which will utilize the professional and technical skills developed through past experience in this field. I have a methodical, customer-focused approach to work and a strong drive to see things through to completion. IT and Properties position also in my range of scope since I have some experience with before and willing to learn! (fast learner).

EDUCATION

2011 - 2014 Politeknik Tuanku Sultanah Bahiyah **DIPLOMA IN BUSINESS STUDY**
Kulim Hi-Tech Park, 09000 Kulim,
Kedah

Result (Pointer) : **3.36 CGPA**
Award : **AKJ 1ST SEM**
(ANUGERAH KETUA JABATAN)

2001 - 2005 Sekolah Menengah Kebangsaan Jitra, **PMR & SPM (IT)**
06000 Jitra, Kedah.

Result (Grade) : **LULUS**

EXTRA CURRICULAR ACTIVITIES

POLITEKNIK TUANKU SULTANAH BAHYAH, KULIM, KEDAH

- 2011 – 2014
- Public Speaking Contestant
 - Real Leader Profiling Workshop Participant
 - Joining Polibridged
 - Committee Member of PTSB Bowling Club
 - AKPK POWER! Program Participant

SEK. MEN. KEB. JITRA, KEDAH

- 2001 – 2015
- Committee Member of The School Scout & School Traffic Unit
 - Committee Member of IT SQUAD

WORKING EXPERIENCES

November 2014 – Present **SUMMER HEIGHT DEVELOPMENT SDN. BHD.
PETALING JAYA, SELANGOR**

General Admin

- Provide customer services
- Take care of Front Desk task such as answer call
- Assistant to Manager
- Assistant to Accountant
- Secretary to Company Director
- Search for broker, potential owner for developer
- Intermediate between company and land office
- Assist client in paying company debt
- Assist company in searching new opportunity
- Manage the documentation of factory owner
- Ensure the document needed for certain task available
- Prepare the Statutory Declaration Statement for every purchaser
- Review files, records and other documents to obtain information to respond to request
- Observing, receiving and otherwise obtaining information from all relevant sources
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork

19 June 2009 – Present

**UNIT TRUST CONSULTANT for PUBLIC MUTUAL
ALOR SETAR, KEDAH**

Rank Agency Supervisor

- Provide customer services and financial planning
- To do research and note down on each case before & after every presentation
- Enclose financial health reviews to customer for each month
- Prospecting
- Marketing of unit trust product
- Recruiting agent
- Team building for downline
- Attend workshop to update for new unit trust product and to improve skill
- Help writing a will for the client to protect their investment
- Explain products or services and prices, and answer questions from customers
- Schedule appointments to meet with prospective customers or for customers to attend sales presentations
- Monitoring and assessing performance of client, fund, or organization to make improvements

16 November 2009 –
31 July 2010

**PK INTERNET CYBER CAFÉ
BUKIT BERUANG, MELAKA**

General Worker

- Perform Computer updating work
- Perform Computer maintenance work
- Perform Type writing work
- Involved in Cyber Cafe sales and marketing
- Ensure the premise is clean and tidy
- Prepare beverages for needed customer
- Handling the cash and make sure no shortage
- Generate idea to improve cyber café sale
- monitor and report necessary domestic repairs and replacements
- ensure confidentiality and security of customer

SKILL AND STRENGTHS

- Excellent skills in communication and collaboration
- Creative and resourceful
- Sense of responsibility
- Can multitasking and do other work
- Able to work under minimum supervision
- Motivated and willing to learn
- Fast learner
- Proficient in Microsoft office and internet
- Computer Applications
- Multimedia course
- Network & communication
- Computer trouble-shooting
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Front Page
- Macromedia Flash (Basic)
- Macromedia Dreamweaver (Basic)

LANGUAGE PROFICIENCY

- Malays: Excellent
- English: Good

MISCELLANEOUS

Expected Monthly Salary : RM 2000 – RM 2500 (Negotiable)
Possess Own Transport : Yes

REFERENCES

1) HAJI ARIFFIN BIN OSMAN

(SUMMER HEIGHT DEVELOPMENT SDN. BHD. DIRECTOR)

No. 9A-4, Block F1, Jalan PJU 1/42, Dataran Prima, 47301 Petaling Jaya, Selangor.
Tel. Number : 012-458 1633

2) MR. FIRDAUS MUSTAKIM BIN YAHYA

(POLITEKNIK TUANKU SULTANAH BAHYIAH ACADEMIC ADVISOR)

Politeknik Tuanku Sultanah Bahiyah, Kulim Hi-Tech Park, 09000 Kulim, Kedah.
Tel. Number : 017-462 8994