

WORKING EXPERIENCES

DATE : Year 2013

POSITION : CLERK

EMPLOYER / ADDRESS : Millenium General Contractor, Labuan

DATE : 2015-2017

POSITION : FINANCE (PURCHASING OFFICER @ ADMIN ACCOUNT)

EMPLOYER / ADDRESS : Lazenda Hotel, Labuan.

DATE : 2017-2018

POSITION : ACCOUNT ASSISTANT

EMPLOYER / ADDRESS : Sallion Shipping Sdn.Bhd, Labuan

OTHERS

- ✓ CAN START WORK IMMEDIATELY
- ✓ FULL COMMITMENT ON DUTY
- ✓ WILLING TO WORK OVERTIME
- ✓ WILLING TO LEARN NEW THINGS
- ✓ WILLING TO COORPERATE WITH OTHER COLLEAGUES



**MOHD RIZAIZY BIN
ABDUL GHANI**

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SKILLS : Skilled in word processing/
Email / excel / Microsoft / Powerpoint /
IFCA / AUTOCOUNT / .

PERSONAL INFORMATION

NATIONALITY: MALAYSIAN

NRIC : 930815-15-5101

RELIGION : MUSLIM

RACE : MALAY

STATUS : SINGLE

DRIVING LICENSE : D

COMMUNICATION SKILLS

LANGUAGE SPOKEN:

MALAY = 10/10 | ENGLISH = 9/10

CHINESE = 3/10 | INDONESIA = 8/10

LANGUAGE WRITTEN:

MALAY = 10/10 | ENGLISH = 9/10

CERTIFICATIONS

- Presiden Jawatankuasa Perwakilan Kolej (UiTM)
- Business plan competition 2014 (UiTM)
- Small scale innovation project 2014 (UiTM)
- Women in social enterprise (WISE / UiTM)

CAREER OBJECTIVES

❖ Hard-working person with proven leadership and having a high passion to continuously improve capabilities and skills for career advancement. Seeking to apply my abilities to fill the role in the company. A dedicated team player who can be relied upon to help the company meeting its milestones.