



SYAZREEN SYAHREENA BINTI ZAHARI

Phone: 017-67619675 | Email: syazreenzahari08@gmail.com |

Address: No. 20, Jalan ½ Bandar Tiram, 81800 Ulu Tiram, Johor

PERSONAL INFORMATION

NAME : SYAZREEN SYAHREENA BINTI ZAHARI
NATIONALITY : MALAYSIAN
NRIC : 900108-01-6076
GENDER : FEMALE
DATE OF BIRTH : 08/01/1990
MARITAL STATUS : SINGLE
RACE : MALAY
RELIGION : ISLAM
ADDRESS : NO. 20, JALAN ½ BANDAR TIRAM, 81800 ULU TIRAM, JOHOR
TELEPHONE : 017-6761975
E-MAIL : syazreenzahari08@gmail.com

JOBS OBJECTIVES

- To seek position suited with qualification in order to improve experiences, skills and knowledge.

WORKING EXPERIENCE

Johor Branch Executive, Rezeki Security, (Sept 2016-Present)

- Doing recruitment of guards
- Doing routine check-up and monitoring of guards of all JB guard posts
 - Managing schedule of guards, responsible for guards welfare
 - Meeting clients and respond to clients complaints
 - Searching for new projects

Conveyancing Clerk, Ti-Hazalan & Co. Muar (Jan 2016-August 2016)

- Preparing Tenancy Agreement, Sale and Purchase Agreement, etc.
- Responding to telephone and in-person requests for information
- Received and screened internal and external communications, including email and posts
- Deal with govt and non-govt agency for property transfer and loan agreement matters

Intern, Institut Pertanian Ayer Hitam (March 2015-August 2015)

- Involved in all daily matters of handling livestock, crop and landscape management
- Managing event and agricultural seminar involving agricultural agency and farmers
 - Involved in sales of agricultural products

Intern, Jabatan Pertanian Daerah Papar, Sabah (Jan 2011-April 2011)

- Involved in farmers and agriculture officer meeting
- Involved in all department's division. (E.g, Admin, Horticulture, Livestock, IAT division)

EDUCATION

- 2012-2015 : Bachelor of Agricultural Science, UPM Serdang, Selangor (CGPA : 3.742)
- 2008-2011 : Diploma in Food Estate Management, UPM Bintulu, Sarawak (CGPA : 3.797)
- 2003-2007 : Sekolah Menengah Kebangsaan Tun Perak, Muar, Johor (SPM : 7A, 2B)
(PMR : 6A, 2B)
- 1997-2002 : Sekolah Kebangsaan Sultan Abu Bakar (1) Muar, Johor (UPSR : 4A, 1B)

ACTIVITIES

- Vice president of Academic division in International Agriculture Student Symposium, Faculty of Agriculture, UPM Serdang
- Participant of Seminar Keusahawanan Mini MAHA UPM Serdang
- Executive committee member of Foreign Language Program, UPM Bintulu
- Committee member of Agriculture Science club, UPM Bintulu
- Secretary of Bakti Siswa club, UPM Bintulu
- Participant of Program Sihat Tanpa Aids, Jabatan Kesihatan Johor
- Participant of Kursus Microsoft Office Words, ILP Selandar
- Participant of Kursus Celik Komputer, ILP Selandar
- Trainee of National Service Program, Kuala Rompin, Pahang

KEY SKILLS

Professional

Language(English)	●●●●●
Language (Malay)	●●●●●
Microsoft Office	●●●●●
Email and post	●●●●●
Document / official	●●●●●
letter preparing	●●●●●

Related

Communication	●●●●●
Event management	●●●●●
Livestock mgmt	●●●●●
Crop mgmt	●●●●●

Personal

Quick learner	●●●●●
Reliable	●●●●●
Responsible	●●●●●
Dedicated	●●●●●

References

- 1) PROF MADYA DR. KAMARUZAMAN SIJAM
Plant Protection Department,
University Putra Malaysia,
Serdang, Selangor

Contact no. : 603-8947 4846

- 2) PROF MADYA DR. ZULKEFLY SULAIMAN
Crop Science Department,
University Putra Malaysia,
Serdang, Selangor

Contact no. : 603-8947 4818