



# SYAMSUL FADZLI

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Administrative / Human Resources

## ■ PROFILE

**Full Name:** Syamsul Fadzli Bin Mohd Kamir

**Age:** 22 Years Old

**Nationality:** Malaysian

**Address:** No. 25, Jalan Pamah Kasih 3,  
Taman Pamah Kasih,  
28000 Temerloh, Pahang

I am Graduated Diploma in Human Resources and Management. Professional working environment and enabling me to use my skills and education towards achieving the company's goals. Advanced skills in MS Office Suite (Word, Excel, and PowerPoint); demonstrated ability to learn new computer programs quickly.

## ■ PROFESSIONAL SKILLS

Ms Office	<div><div></div></div>	65
Ms Excel	<div><div></div></div>	65
Ms PowerPoint	<div><div></div></div>	65
Teamwork	<div><div></div></div>	75
Management	<div><div></div></div>	70
Windows	<div><div></div></div>	65
Communication	<div><div></div></div>	75
Filing & Record	<div><div></div></div>	70

## ■ LANGUAGES

Malay	<div><div></div></div>	100
English	<div><div></div></div>	60

## ■ FOLLOW ME

**More info on:**

Whatapps: 011 2698 7360  
Facebook: Kapten Syamsul

## ■ WORK EXPERIENCE

• Jun 2016 / Present

TAKAFUL ADVISOR - @GREAT EASTERN TAKAFUL

As a Takaful Advisor with one of the most respected name in Takaful industry, I will gain new experiences and enjoy a host of challenge. At Great Eastern Takaful I go beyond offering our customer access to the best solution. I dedicated to helping our customer live better.

• Jan 2013 – March 2013

BATIK MAKER - @KOMPLEKS KRAFTANGAN MALAYSIA

As a batik maker at Kompleks Kraftangan is my first experience working environment with one of the iconic art center offer local and international visitors a variety of tourism craft product.

• Dec 2015 – Mac 2016

INTERNSHIP IN HUMAN RESOURCES - @MAJLIS  
PERBANDARAN TEMERLOH, PAHANG

Serve in Human Resources support roles, filling, system  
Hrmis, and processed staff salary.

## ■ ACHIEVEMENTS

CERTIFICATE OF PARTICIPATION – CREATIVE  
PROJECT: ARTICLE PRESENTATION COMPETITION

11<sup>th</sup> SEPTEMBER 2015

## ■ EDUCATION

DIPLOMA IN HUMAN  
RESOURCES MANAGEMENT

Cybernetics International  
College of Technology  
Kuala Lumpur

2013-2016

SIJIL PELAJARAN  
MALAYSIA

Sekolah Menengah  
Kebangsaan Paya Pulau  
Pahang

2008-2012

## ■ REFERENCES

PUAN SHAMEEM BANU BINTI  
AHMED THINOOON

Head of Programme  
Cybernetics International  
College of Technology  
E: shameem.banu@cybernetics.edu.my

ROSLI BIN ZAKARIA

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