

Name : MUHAMMAD SYAFIQ BIN SAEDI

Address : 4154-G Kampung Paya Senang,
15150, Kota Bharu, Kelantan.

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PERSONAL INFORMATION

Age : 23 years old

IC Number : 940511-03-5791

Marital status : Single

Date of Birth : 11 May 1994

CAREER OBJECTIVES

To be a part of an excellence company which offered a good and positive working environment that gives an inspiration for me. Therefore, I can make an improvement in the organizational and together increase the company's reputation.

EDUCATIONAL BACKGROUND

- 2015-2017 : Universiti Teknologi MARA (UiTM)
Bachelor of Administrative Science (Hons)
CGPA: 3.33
- 2012-2015 : Universiti Teknologi MARA (UiTM)
Diploma in Public Administration
CGPA: 3.17
- 2010-2011 : Sultan Ismail Collage
SPM: 5A, 4B, 1C

EXTRA-COCURICULUR

Industrial Training	Kelantan State Secretary Office (SUK) <ul style="list-style-type: none">• Complete the industrial training at SUK Kelantan under the State Government Meeting Council department.• Appointed as the committee for the Independence Day and Malaysia Day celebration at state level
University 2012- 2017	Universiti Teknologi MARA (UiTM) <ul style="list-style-type: none">• Exco of Entrepreneurship and Career, Effective Peer Mentor Club.• UiTM Kelantan Peer Counsellor.• Represent UiTM Kelantan in Rugby.• The facilitator, Hunting Dreams Motivation Program.• The facilitator, Motivation Study Skills Program.• Bureau of Logistics, Jelajah Bakti Program.• Bureau of Logistics, Knowledge Integration Visits to the UM.• Bureau of Media and Publicity, The Art Of Marketing Seminar.• Bureau of Technical and Logistics, No Porn and Drug Campaign.• Bureau of Transportation, Lecture Competition inter IPT• Bureau of Media and technical, Sure Hired Program.

Primary School 2007-2011	Sultan Ismail Collage <ul style="list-style-type: none"> • Represent Sultan Ismail Collage in Rugby. • Deputy Chairman of Sultan Ismail Collage Fire and Rescue Association • Participate in 57th Birthday Parade of His Majesty of Kelantan, DYMM Sultan Ismail Petra.
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WORKING EXPERIENCES

2016-2017 : Store Assistant, Restaurant Assistant, Cashier, Self-employed

PERSONAL SKILLS

- I am committed with the job or task and have a leadership spirit.
- I have been describing as a high motivated person and
- I am willing to learn and accept any consequences for my action.
- I am also a fast learner and can work independently as well as in a group.
- Knowledgeable with computer and Microsoft.
- Good communication in Bahasa Malaysia and English

REFERENCES

Mr. Mohamed Fajil Bin Abdul Batau.

Industrial Training Coordinator / Lecture,
Fakulty of Administrative Science and Policy Studies,
Universiti Teknologi MARA, Negeri Sembilan.

Contact Number: 013-4078965

E-mail: fajil_batau@ns.uitm.edu.my

Cr. Che Azlina Binti Cha Pa,

Senior Psychology Officer,
Department of Career and Counselling,
Universiti Teknologi Mara, Kelantan

Contact Number: 019-9177696