

# MUHAMMAD HAZWAN BIN BABA



## CONTACT DETAILS

**Address** : No. 71, Jalan Sentosa 6, Taman Sentosa, 33000 Kuala Kangsar, Perak Darul Ridzuan  
**Telephone No.** : 05-7768293  
**Mobile No.** : 018-6655503  
**Email** : hazwanbaba@yahoo.com

## PERSONAL PARTICULARS

**Age** : 28 years  
**Date of Birth** : 18 November 1989  
**Nationality** : Malaysia  
**Gender** : Male  
**Marital Status** : Married  
**IC No.** : 891119-08-6041

## QUALIFICATION

**Qualification** : Diploma  
**Field of Study** : Accountancy  
**Major** : Accounting  
**Institute/University** : POLITEKNIK SEBERANG PERAI, PENANG  
**CGPA** : 3.70/4  
**Graduation Date** : June 2010

**Qualification** : Bachelor Degree (Hons.)  
**Field of Study** : Accountancy  
**Major** : Accounting  
**Institute/University** : UiTM PERLIS, PERLIS  
**CGPA** : 2.92/4.00  
**Graduation Date** : July 2014

## EXPERIENCE

**Current Company** : SUPREME PRIDE SDN BHD  
**Position Title** : Finance Manager  
**Position Level** : Executive  
**Specialization** : Accounting, Auditing  
**Industry** : Building Construction  
**Duration** : July 2015 - Present  
**Monthly Salary** : RM 2,656.50  
**Job Description** : Prepare monthly and annual Account Statement, Maintain company's cash flow, Deal with third parties regarding company's finance

**Previous Company** : Juara Saji Sdn Bhd (Tuu... Dia Pak Tam Restaurant R & R Tapah)  
**Position Title** : Assistant Manager  
**Position Level** : Executive  
**Specialization** : Accounting, Human Resource  
**Industry** : Food Industry  
**Duration** : May 2014 - Present  
**Monthly Salary** : RM 2,000.00  
**Job Description** : Prepare account statement (Profit & Loss Statement) every month  
 Maintain daily petty cash, Control daily expenses, Filing  
 Cover up Human Resource task (Payroll, Employment)

#### Experience Gained

- Able to work overtime
- Able to work under pressure
- Able to work in stressing inviroment
- Able to identify and solving the problems arise
- Able to work in group

#### SKILLS

Skill	Years	Proficiency
MS Office	5	Expert
UBS	1	Extension

#### LANGUAGES

Language	Spoken	Written
Bahasa Malaysia	10	10
English	8	9

#### TEXT RESUME / ADDITIONAL INFO

##### Additional Skills:

- \* Internet research,computer literals
- \* Good knowledge of Microsoft Office
- \* UBS Certificate

##### Personal Strengths:

- \* Leadership charisma
- \* Dynamic team player
- \* Sense of responsibility
- \* Highly inquisitive
- \* Creative and resourceful
- \* Excellent skills in communication and collaboration

**Availability** : Anytime

#### JOB PREFERENCES

**Expected Salary** : RM 4,000.00  
**Willing to Travel** : Yes  
**Willing to Relocate** : Will Consider  
**Own Transportation** : Yes