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## COVER LETTER

Dear HR Manager,

I am a fresh graduate of Mechanical Engineering Technology with majoring in Automotive Technology at University Technical Malaysia Melaka (UTeM). I had some practical experiences during my college as part of our curriculum in our school. I have acquainted myself with a range of skills that would allow me to blend with your corporation.

I have finished a six months industrial training in automotive company, Keihin Manufacturing Malaysia Sdn Bhd where I was given tasks equivalent to a fresh graduate engineer. I was placed under production departments and assists in working process development. I have performed well during the training which had helped me expose to various practical knowledge and manageable skills.

I believe my knowledge and technical know-how in the field of engineering will help me contribute a great deal to the company. Above all, I possess the interest and determination to perform well in job you are offering.

I am also positive that the position offered would be ideal because it is an opportunity for me to imply my knowledge and skills to contribute a better service for your company. I have attached my resume together with this letter. I am available for an interview at any time to discuss about my resume in further detail. Please do not hesitate to contact me if further information is required. Your consideration in this matter is greatly appreciated. You can response to me by email above Your listed requirements closely match my background and skills.

I've attached a copy of my resume. I can be reached anytime via my cell phone, +60137088132 or via email at [arifinsamad74@gmail.com](mailto:arifinsamad74@gmail.com).

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Thank you.

Sincerely,

MOHD ARIFIN BIN SAMAD



## MOHD ARIFIN BIN SAMAD

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Driving Licence: B2, D

### EDUCATION

#### Universiti Teknikal Malaysia Melaka

(2013 – 2017)

Bachelor in Mechanical Engineering  
Technology (Automotive  
Technology) with Honours.  
CGPA: 2.99

#### Selangor Matriculation College

(2011 – 2013)

Course: Foundation PDT Module 1  
CGPA: 3.10

#### SMK LKTP Pemanis, Segamat Johor.

(2006 – 2010)

Sijil Pelajaran Malaysia, SPM  
Result: 4A 3B 2C 1D

### CO-CURRICULAR EXPERIENCE

#### Universiti Teknikal Malaysia Melaka

- Involved in Sukan Antara Fakulti (SAF) programs on October 2016. Silver medal for volleyball games.
- Compete in SKILL GUA competition (Milling) 2013/2014.

#### SMK LKTP Pemanis, Segamat Johor

- Chairman of Koperasi Sekolah.
- Committee member of Kelab Reka Cipta.
- Compete in Kawat Kaki Kadet Remaja Sekolah (KRS) MSSD. (Silver medal)
- Volleyball competition, MSSD (Gold medal).
- Solar cars competition, MSSD.

### OTHER CERTIFICATE

#### Joined Industrial Certification Program (ICP)

- Occupational safety and health induction for industrial training students.
- 5s for industry.
- Advanced Automotive Seat System Configuration.
- Introduction to vehicle part testing (Durability and Endurance).
- Advanced vehicle development (Suspension / chassis system).

### PROFESSIONAL SKILLS

#### key Skills gained:

- Moderately in using software AutoCAD, CATIA, and Solid Work.
- Ability to handle and operate of fabrication machine, automotive analysis machine, welding, milling machine and turning machine.
- Good communication and written skills in Malay and fair in English.
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint.

### PERSONAL SKILLS



Organized



Flexible



Responsible



Motivated



Teamwork

### INTERNSHIP EXPERIENCE

#### Internship at Keihin Manufacturing Sdn. Bhd

(13 FEB 2017 – 28 JUL 2017)

- Placed under production department.
- Study working process in production line.
- Analyse, counter and write report for problem in production.
- Assist in monitor in operator training before they place in production line.
- Measure cycle time for working process.
- Join project in reduce manpower and rearrange working process.
- Calculate production target.
- Improve in working process by kaizen.

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