



FARDY BIN HARIS

BACHELOR DEGREE OF BUSINESS ADMINISTRATION (BUSINESS ECONOMICS)(HONS)

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Address: Kampung Sungai Apas Batu 15 ,Peti Surat 1250 ,91000 , Tawau
Sabah.

Date of Birth : 27 October 1992
Age : 24

Religion: Islam
Race : Bugis

Education

Malaysia Certificate of Edu.
SMK Balung Tawau SPM
1A,5B,4C
2009

Diploma in Business Study
Universiti Teknologi Mara , Kota
Kinabalu
2013

**Bachelor in Business
Administration (Business
Economics)Hons**
Universiti Teknologi Mara , Kota
Kinabalu
2016

Experience

Lembaga Koko Malaysia, KKIP Kota Kinabalu (2016)

Makmal Rintis Coklat. Internship (8 August - 16 December) 5 Months
Establishes or identify prices of goods , services or admission and tabulate bills.
Perform the duties of customer service representative when required.
Resolve customer complaints in a proactive manner.
Maintain knowledge of store inventory and sales activities.

Tawau Hitachi Enterprise (2013)

Record business transactions and key daily worksheets to the general ledger system.
Input type invoices , checks and other records
Responsible for processing invoices and issuing payments

Key Skills

Language

Bahasa Melayu
(Communication)
Bahasa Melayu
(Writing)
Bahasa English
(Communication)
Bahasa English
(Writing)



Software Skill

Microsoft Word
Microsoft Excel
Microsoft Power Point
Adobe Illustrator



Personal Skill

Able to work in group
or individual.
Able to learn and
adapt new things.
Highly Responsible
and Punctual.
Able to work Overtime.



Other Information

1. Head of Programme Committee Member Program in Academic Trip to Bali, Indonesia for Issues and Policies Economics (ECO649).
2. Three Pointer and above achievement for semester 3 and 6 Diploma in Business Studies.
3. Three Pointer and above achievement for semester 5 Degree in Business Economics.
4. Participating in "Undergraduate Research Poster War" for Bachelor Degree requirement subject.

Reference

Madam Tai Nyuk Chin
Coordinator Business Administration (Business Economics) Hons
Tel : 088-325140
E-mail : tainy505@sabah.uitm.edu.my

En. Purnomo bin Sunarto
Penolong Pegawai Penyelidik
Pusat Penyelidikan Bioteknologi Koko KKIP
Tel : 013-8782545.