



Personal Particulars

Name : Muhammad Alif Safwan Bin Baharuddin
Address : No 4,Lorong Permatan Badak Damai 10,Taman Sepakat Fasa 3
25150 Kuantan Pahang
Age : 21 Years
Status : Single
Phone : 019-7141042
Email : alifsafwan749@gmail.com

Educational Background

Year	Institution	CGPA
2015 - 2018	Universiti Teknologi Malaysia (UTM) (Diploma in Technology Management)	Latest (Sem 5) 3.29
2010-2014	SMK Bukit Rengin (BRASS) - Sijil Pelajaran Malaysia (SPM-2014) - Penilaian Menengah Rendah (PMR 2012)	
2004-2009	SK Permatang Badak - Ujian Penilaian Sekolah Rendah(UPSR-2009)	

Skills and Knowledge

- Proficient in Microsoft office including Excel and PowerPoint.
- Good in basic business statistics and mathematics.
- Ability to work under pressure.
- Able to lead and work in a team.
- Good Understanding in Marketing.
- Have basic knowledge about accounting.
- Good in business management and problems solving.
- Good in communication skill.

- Know how to create Delivery Order(DO) and Invoice .

Work Experience

Years	Details
December 2014-February 2015	Part Time Promoter at Parkson (ECM)
February 2015-May 2015	Part Time Cashier at Parkson (ECM) -I've learnt so many things in handling customers -Manage the money based on your daily sales -Promote the Parkson Card during office hour.
11 December 2017-29 April 2017	Global Factor Sdn Bhd Job Description : AT ACCOUNTING DEPARTMENT <ul style="list-style-type: none"> - Key in data in UBS System Account - Key in amount bank statement Debit and Credit in Cash Book (Bank Reconciliation) - Update Outstanding Payment - Filling Payment Voucher, Creditors, Debtors, Master and Outstanding Payment File. - Update Company system Program Permuafakatan Strategik(PPS System). - Follow up no account customer to give contribution to purchase. - Attend in Audit Meeting ,and discuss about ISO 9001
	Job Description : AT MARKETING DEPARTMENT <ul style="list-style-type: none"> - List items for marketing use. - Research for School database, KFC, MCD, University and College for marketing purposes in Malaysia. - Participating as Sales Representative in Big event such as Majlis Guru Besar(MGB), Bahtera 2018 and Majlis Guru Kauseling Seluruh Malaysia 2018. - Give ideas in problems solving company and New strategies Marketing. - Calling clients to give a promotion and explain about new event for example Green and safe event. - Face to face with clients to discuss about new product or promotion. - Prepare event report. - Presentation to Operation and Marketing Manager about new product.

	<p>Job Description : AT STORE DEPARTMENT</p> <ul style="list-style-type: none"> - Stocktake - Balance Stock in Stock card - Prepare layout store for Stocktake.
--	---

Honors

- Johan in 5000 m Balapan dan Padang Peringkat Negeri Pahang.
- Anugerah Pencapaian Murid Terbaik 2014 Olahraga Peringkat Sekolah (BRASS).
- Anugerah Penglibatan Kokurikulum 2014 Olahraga Peringkat Kebangsaan di Kedah (MSSM).

References

Name	Position	Phone
Puan Pamela Binti Abdullah	Head of Department and Accountancy Faculty of Business Management Kolej Yayasan Pahang 26060 Kuantan Pahang	014-9680160
Puan Putri Razlinda Binti Abdul Razak	Lecturer / Academic Advisor Faculty of Business Management Kolej Yayasan Pahang Tanjung Lumpur 26060 Kuantan Pahang	016-2791017
Puan Engku Artini Binti Che Ku Hamzah	Lecturer / Academic Advisor Faculty of Business Management Kolej Yayasan Pahang Tanjung Lumpur 26060 Kuantan Pahang	019-9620856