

Mohamad Syazani

Bin Jamil

CAREER OBJECTIVES

Fresh graduate with a Bachelor in Business Administration (Hons) Marketing and four months of industrial training experience. Enthusiastic worker who is always willing to learn new skills and take on more responsibility. Seeking to leverage proven skills and acquired knowledge into an entry-level position to help achieve your company's goals.

EDUCATION

UNIVERSITI TEKNOLOGI MARA (UITM), PERLIS SEPT 2015 - JULY 2017

Bachelor in Business Administration (Hons) Marketing
CGPA : 3.19

UNIVERSITI TEKNOLOGI MARA (UITM), KEDAH NOV 2011 - OCT 2014

Diploma in Business Studies
CGPA : 2.71 | MUET : Band 2

SMK TELUK KUMBAR II, PENANG JAN 2006 - DEC 2010

Sijil Pelajaran Malaysia (SPM)
(3B+, 1B, 3C)

JOB EXPERIENCE

KNOWLES ELECTRONICS (M) SDN BHD FEB 2017 - MEI 2017

[HR Trainee]

Meeting with departmental representatives to discuss HR issues. Referring issues to senior HR staff. Coordinating prospective candidates, interviewing them and administering offers. Conducting orientation for new staff. Assisting with the production and implementation of HR policies and procedures. Responding to other ad-hoc queries from other personnel in the company, involved in IR/ER activities of the company.

RC PRECISION ENGINEERING SDN BHD APR 2015 - AUG 2015

[Account Assistant (Account Payable)]

Have a knowledge about GST system. Reconciles processed work by verifying entries and comparing report to balances. Preparing monthly payments' vendors, scheduling and prepaing cheque, resolving purchase order, invoice or payment discrepancies. Verifies vendor accounts by reconciling monthly monthly statement and related transactions.

EXTRA CO-CURRICULAR

- Volunteer of Student Exchange in University of Hatyai Thailand, 2016
- Participant of Malaysia International Halal Showcase (MIHAS), 2016
- Secretariat of *Forum Mencari Kerja, Berniaga & Berkerja Peringkat Negeri*, 2016
- Secretariat of Pitch for Fund 2016 with Entrepreneur Club Malaysia State Level, 2016
- Secretariat & Crew of 7th Muslim World Biz (OIC) Exhibition & Conference World, 2016
- Delegation for Trade & Economic Program by Muslim World Biz Exhibition & Conference, 2016
- Attend to GST Training System Program by Customs Malaysia, 2015
- Attend to *Program of Halal Bukan Sekadar Logo*, 2015
- Volunteer of Corporate Social Responsibility in Orphan House at Arau Perlis, 2015



936C Lengkok Kampung Masjid,
11920 Teluk Kumbar,
Bayan Lepas, Penang.

+6 013 - 4871 973

syazanijamil@yahoo.com

05 July 1993 (24 years old)

SKILLS

PROFESSIONAL SKILLS

- ✓ Microsoft Office Application
- ✓ Troubleshoot Computer
- ✓ UBS Accounting System
- ✓ People Human Resource Software
- ✓ HR Inventory System
- ✓ IBM SPSS Statistic (basic)

PERSONAL SKILLS

- ✓ Able to handle multiple task
- ✓ Able to work under pressure
- ✓ Fast learner & ever willing to learn
- ✓ Work independently

LANGUAGE SKILLS

- ✓ Malay (Mother tongue)
- ✓ English (Good in written & Speech)
- ✓ Mandarin (Basic)

REFEREE

1. Ismaili Bt Ismail, Lecturer of Faculty of Business & Management, UiTM Perlis.
Tel: +6 012 - 385 2055
Email: ismailaili007@perlis.uitm.edu.my

2. Hadzli B. Ishak, Lecturer of Faculty of Business & Management, UiTM Kedah.
Tel: +6 019 - 449 2629

3. Mr. Ong Yin Ching, Director of RC Precision Engineering.
Tel: +6 016 - 416 6908
Email: ycong@rcprecision.com.my