

## RESUME

**MOHD INDRA SHAHMEZY BIN MOHD SHOFRI**

**Career Objective :** To obtain challenging and responsible position  
I can contribute the best of my skill and effort for the  
growth of the company



### Personal Particular

Nric : 870923-29-5265  
Nationality : Malaysia  
Gender : Male  
Religion : Islam  
Date of Birth : 23 September 1987  
Marital Status : Single  
Address : B485, Jalan Sekolah Adabi  
17500 Tanah Merah  
Kelantan  
Handphone No : 017-3239807  
Email : [indrashahmezy1838@gmail.com](mailto:indrashahmezy1838@gmail.com)  
Expected Salary : RM2500.00

### Academic Background

Secondary Education

Level : Sijil Pelajaran Malaysia (SPM 2004)  
Institution : Sek. Men. Keb. Dato Mohd Paduka Raja Tanah Merah, Kelantan

Further Education

Level : Diploma in Geomatic Science  
Institution : Universiti Teknologi Mara PERLIS, Arau Perlis

Further Education

Level : Bachelor in Science (Hons) Marine Technology  
Institution : Universiti Teknologi Mara PERLIS, Arau Perlis

Computer Skills : Able to operate Microsoft Word, Microsoft Power Point, Microsoft Excel and Microsoft Publisher.

Language Proficiency : Excellent spoken and written in Bahasa Malaysia and good spoken and written English

## **Experiences**

### **Skill in Khidmat Pelajar**

(1<sup>st</sup> July 2008 - 31<sup>st</sup> December 2008) & (1<sup>st</sup> September 2012 - 30<sup>th</sup> April 2013)

#### **Unit Kokurikulum UTM Perlis**

##### **➤ Admin**

- Manage the documents of filling,
- Prepared documents/paperwork for the student activities for every semester,
- Assist the work for the student when have a activities in the outside campus.

### **Practical Internship**

(16<sup>th</sup> May 2011 – 05<sup>th</sup> August 2011)

#### **Water Colours Paradise Resort, Perhentian Island, Terengganu**

- Apply a variety of guiding methods and techniques for customers or foreigner,
- Do the daily advise and motivation before start the snorkeling or trekking activities
- Learn the way of scuba diving for get more experience in the advance open water course
- Guides the customer for snorkeling activities

### **Pos Malaysia Berhad (POSLAJU CHERAS)**

(07<sup>th</sup> December 2015 - Present)

#### **(Admin Officer)**

- Arrange the customer to send or collect the parcel at office
- Arrange the KASTAM item for the delivery process
- Operate computers programmed with SOW and OAL software to search, store and analyze information about the item or parcel when arrived at Poslaju
- Handle owner's complaints, inquires and take appropriate action to resolve issue.

### **Extra-curricular activities**

- ~ Komander Kesatria UTM PERLIS
- ~ Head of Bro Endurance Challenge (KKEC)
- ~ Committee member of MARTECH
- ~ Bro Logistik Komander Kesatria UTM Perlis
- ~ Head of Bro for 24 hours of non-stop marching
- ~ Volunteer for Ekspedisi Berakit Dan Khidmat Masyarakat Komander Kesatria UTM 2009
- ~ Join a climbing activity at Mount of Tahan (Komander UTM Perlis)
- ~ Committee member Latihan Tahunan Kor Kadet Polis Sekolah-Sekolah Menengah Peringkat Negeri Kelantan

## **Reference**

### **Azrin Hn Ahmad**

(Staff Unit Kokurikulum)

University Technology MARA Perlis

02600 Arau Perlis

04-9882363 @013-5174254

### **Nor mah Hnti Derani**

(Supervisor)

Poslaju Cheras

56000 Kuala Lumpur

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