



ASYRAF BIN AZIZAN

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Kampung Nongka, Mukim Hosba, 06000 Jitra, Kedah Darul Aman

Objective

To obtain a challenging and responsible position where I can contribute the best of my skill and effort for the growth of the organization. Apart from that, I want improve my knowledge to learn and perform something new about company environment and also sharing the new experience within this job's environment.

Education

Graduated on October 2015

Master Of Economics

Universiti Utara Malaysia

CGPA : 3.25

Graduated on November 2012

Bachelor Of Economics (Natural Resources)

Universiti Malaysia Terengganu

CGPA : 2.99

April 2009

Matriculation Programme

Accountancy

Kolej MARA Kuala Nerang

MUET : BAND 3

2007

Sijil Pelajaran Malaysia (SPM)

Sekolah Menengah Kebangsaan Hosba

3A 3B 3C - English 1119 : C6

Work Experience

RHB BANK (June 2016 – January 2017)

- Customer Service Agent
- Handle initial contact of inbound call including customer's inquiries on bank product, provide effective and alternative problem solving to customers, raise accurate and prompt service requests to the fulfilment teams and build and maintains good relationships with all customers for inbound call.

KEMENTERIAN PENDIDIKAN MALAYSIA (January 2015 – June 2015)

- Research Assistant
- Helps researchers, build questionnaire, handle numerator in fieldworks, collect data and key in data in SPSS software, organise research event likes Round Table Discussion with Stakeholder, documents collections, edit project works from beginning until ends

UNIVERSITI UTARA MALAYSIA (March 2013 – August 2013)

- Administrative Assistant (Clerical and Operation)
- Helps admins, strategic planning for School, confirmation letter for student, organise school event, documents filing.

UNIVERSITI UTARA MALAYSIA (December 2012 – January 2013)

- Invigilator Examination

MAJLIS AMANAH RAKYAT (June 2012 - September 2012)

- Industrial Training
- Register new companies in MARA database. Update the monthly MARA payment of every companies in Kedah. Call and sent letter to companies with pending payments. Company inspection. Register clients loans, documents filing, organizing MARA events and etc.

Skills

Language	Spoken	Written
Malay	Good	Good
English	Fair	Fair

Computer Skills

- Microsoft Excel, Microsoft Word, Microsoft PowerPoint
- Internet Basics
- SPSS and SAS

Preferences

Willing to Travel	: Yes
Willing to Relocate	: Yes
Possess Own Transport	: Yes
Availability	: Immediately
Expected salary	: RM 2300

Extra Curricular Activities

Year	Activity	Position Held
2012	Majlis Sukan University Malaysia 2012	Athlete
2012	Finishing School Course	Participant
2011	Majlis Sukan University Malaysia 2011	Athlete
2011	Sofball Family Day	Head of Programme
2011	Lawatan Ilmiah ke Indonesia	Treasurer
2011	Economics Week	Special Task Bureau
2011	Basic Clinic Softball UMT	Treasurer
2010	NREC Club	Vice Treasurer
2010	Economics Week	Treasurer
2009	Assistant Fellow Committee	Cleanliness Bureau

Reference

Name	Designation	Contact Number
Assoc. Prof. Dr. Hussin Abdullah	FYP Supervisor/ Academic Advisor	012 4842141
Jamaatun Zahariah Suhaimi	Academic Advisor / Close Friend	019 5546049
Nur Syamira Mohamad Shukri	Close Friend	014 9059065