

MUHAMAD SHUKRI BIN MOHD ZUBIR

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**Objective**

To obtain an employment where I can utilize my programming skills, academic and interpersonal or communication skills. Also, seeking opportunity in job market that offers exposure to practice and apply the knowledge learnt to the working environment, and that of offers broad participation and immediate challenges.

Strengths

Self -motivated, fast learner, optimistic person, creative resourceful and results oriented, energetic and dynamic team player, willing to take challenges and able to work with minimum supervision.

Personal detail

- Status : Single
- Race / Religion : Malay / Islam
- Nationality : Malaysian
- Weight / Height : 64 kg / 166 cm

Education/**Academic
Achievements****Tertiary Education**

- **Institution** : University Teknologi Mara (UiTM), Kampus Bandaraya Melaka
- **Years of study**: February 2013 until July 2016
- **Level** : Bachelor's Degree (Hons) Business Administration (Marketing)
- **Field of Study** : Business Management
- **Major** : Marketing
- **C.G.P.A** : 3.16 (Convocation on May 2017).
- **Institution** : University Teknologi Mara (UiTM), Seri Iskandar
- **Years of study**: February 2011 until November 2013
- **Level** : Diploma in Office Management and Technology
- **Field of Study** : Office Management.
- **Major** : Administration Management
- **Minor** : Human Resources
- **C.G.P.A** : 3.47

Secondary Education

- **Institution** : Sekolah Menengah Kebangsaan Dato Abdul Rahman Yaakub
- **Field of Study**: Science Stream
- **Level** : Sijil Pelajaran Malaysia (S.P.M)
- **Grade/Aggregate**: 3A 1A- 2C+ 1C 2D

Languages / Skills

LANGUAGE PROFICIENCY

- **Malay** : Able to read, write and speak in Malay for advanced level
- **English** : Able to read, write and speak in English for intermediate level
- **Mandarin** : Able to read, write and speak in Mandarin for beginner level

COMPUTER

- Introduction of computer and technical, Introduction of window, Microsoft Office (Word, Power point, Excel, Publisher,).

Courses covered (Faculty Business Management)

BACHELOR DEGREE

- **Core Courses:**
 - Principles and Practice of Marketing
 - Product Management
 - Understanding Consumer Behaviour
 - Digital Marketing
 - Marketing Research
 - Channels Management
 - Marketing Communication
 - Industrial Training
 - Industrial Training Project Paper
- **Electives:**
 - Introduction to Human Resource Management
 - Principle and Practice of Management
 - Personal Development and Ethics
 - Introduction to Operation Management
 - English for Academic Reading
 - Personal Financial Planning
 - Business Law
 - Quantitative Business Analysis
 - Introductory Mandarin Level III
 - Malaysian History
 - Managerial Economics
 - Principal of Entrepreneurship
 - English for Report Writing

Extra-Curricular Activities

Protocol and Relationship Exco of Beetle & Roses Event (2013)

Name of Club: Cubic 4

Role Descriptions: Responsible to contact with the VVIP, the guest and any person that have relation with the event plus during the event, ensure the protocol of the event are followed by the guest to ensure the event run smoothly.

Human Resource Exco (2014-2016)

Name of Club: Enactus

Role Descriptions: To get new members for the club and ensure members involve and participate in each activity conducted in the club.

Secretary for Academic Trip to Yogyakarta Indonesia (2016)

Role of Descriptions: To make all the documents for the uses for the trip, to make reports for the trip to be submitted to the Head of Administration UiTM Bandaraya Melaka, and arrange meeting for planning the trip.

Leader of Public Relation for Class visit to Pharmaniaga and Chocolate Factory (2015)

Role of Description: Contact with the Pharmaniaga and Chocolate Factory for the purposes of trip and ensure the smooth of the trip.

Working Experience

Industrial Training at Prym Consumer Malaysia Melaka (1st February – 20th May 2016)

Company: Prym Consumer Malaysia Sdn. Bhd.

Job Descriptions:

The roles and responsibilities during the industrial training session:-

- Manage storage of documents.
- Know the range of products produced by the company and make sampling for the product to be seen by the customers.
- Do SAP system in the company.
- Make clearance for the old code in SAP and change with new code in SAP system.
- Set up company product at factory outlet for the ease of customers for them to see all products produce by the company.
- Perform costing calculation for the finance department.
- Get samples of the product from the production area.
- Provide and sent product samples to the customers.
- Check the product country of origin and the tax imposed to the product to ensure the data is update with the custom Malaysia.
- Make leaflet for the customer to buy the company product.
- Perform other duties as directed from time to time.

Purchasing officer at Kurz Production Malaysia (5th September – 6th December 2016)

Company: Kurz Production Malaysia

Job Description:

- Maintain products data base in the stock recording program (SAP) and stock trace ability.
- Monitor the quantity and quality as well as the timeliness of goods delivered to the warehouse.
- Negotiate with suppliers on pricing, terms and conditions.
- Update outstanding delivery order from the suppliers.
- Work and maintain on internal purchasing processes.
- Liaise with other internal departments for material requirement and usage.
- Review requisitions.
- Confer with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Prepare purchase orders.
- Organize the delivery of goods to users.

References

Prof. Madya Hajah Zaiton Binti Mahmud (Marketing Lecturer)
University Teknologi Mara (UiTM Kampus Bandaraya Melaka)
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