



MUHAMAD AMIN AMIRUL BIN SABERI

BUSINESS ADMINISTRATION (FINANCE)

OBJECTIVE

To become associated with a firm in which will bring effective office management and accounting skills in a highly stimulating environment. Bringing a positive attitude, orrganized approach, excellent time management skills and desire to succeed in a fast-paced environment and to become best worker in the company.

CONTACT DETAILS

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Bandar Jengka Pahang.

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PERSONAL PARTICULAR

IC No. : 930602-06-5743

Age : 24 years

Date of birth : 2nd June 1993

Nationality : Malaysia

Gender : Male

Maritial Status : Single

Height : 177cm

Weight : 78kg

QUALIFICATION

Qualitfication : **Degree in Business Adminstration (BBA)**

Date : February 2014-December 2016

University : UNITAR International Universiry

Qualification :Degree

(Hons) Specialization :Finance

CGPA :2.93

Second Highest Education

Qualification :**Diploma in Automotive Management**

Date :March 2011-December 2013

University :Taj International College

(Hons) Specialization :**Management**

CGPA :3.15

Third Highest Education

Field Of Study :Science

Institute :Sek.Menengah Kebangsaan Jengka 2

Date :2009-2010

SKILLS & EXPERIENCE

SKILLS:

- Great proficiency in using Microsoft Office.
- Motivated and hardworking.
- Able to adopt any working environment.
- Willingness to take instruction and learning.
- Willing to travel and meeting people

TRAINING & WORKING EXPERIENCE

TRAINING:

-Career Preparation Workshop, November 2012, Akademi Pembangunan Belia Satu , Batu Gajah , Malaysia.

- Short course in preparing for a job successful job search, interview dress code, resume writing and interview etiquette.

-Leadership Programme, January 2012,Sekolah Menengah Kebangsaan Jengka Pusat 1,Bandar Pusat Jengka,Pahang.

- Short programme on how to conduct team while being a leader.

WORKING EXPERIENCE:

-Accountant Executive,Pertubuhan Peladang Kebangsaan (NAFAS), Kota Damansara (Oct 2016- Dec 2016)-Internship

- Documents financial transactions by entering account information.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.

-Service Advisor, UMW Toyota Subang Jaya,Selangor (June 2013-Dec 2013).-Internship

- As certain automotive problems and services by listening to customer's description of symptoms, clarifying description of problems, conducting inspections, taking test drives, checking vehicle maintenance records, examining service schedules.

-Customer Service Assistant, Parkson Ipoh Parade,Ipoh (January 2012-May 2012).

- Answering customer's queries makes up a large part of my role, keeping me in regular contact with them either face to face, or over the phone or via email.
- Keep up to date with all product, services and procedure.

LANGUAGE

(Proficiency:0=Poor , 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	8	8

STRENGTHS

Born as a leader either in a group and also be an independent on a task that be given. Furthermore, can be the playmaker and head organizer for events and activities. A person that love to learn new skills and have a high determination to explore and to be expert on it. Other than that, an active person that high in fitness that like to join adventurous activity.

REFERENCE

Mr Gopi Naidu A/L Apama.

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