

RESUME



Contact Details

Name : Zulkarnain bin Zam Zam
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Address : 40, Jln Binjai 12,
Taman Kota Jaya, Kota Tinggi 81900,
Johor, Malaysia.

Personal Particulars

Date of Birth : 31 Oct 1987
Gender : Male
Nationality : Malaysia
IC No. : 871031-23-6125
Permanent Residence : Malaysia

Qualification

Qualification : Bachelor's Degree
CGPA : 2.83/4
Field of Study : Business Studies/Administration/Management
Major : Islamic Banking
Institute / Universiti : Universiti Teknologi Mara (UiTM), Malaysia
Graduated : 6 Dec 2010

Experience

Employment History

Company Name : Sefar Fabrication Sdn Bhd
From / To : 14 August 2014 to present
Position Title : Fabrication Goods Coordinator
Industry : Fabrication Mesh
Position Level : Executive
Monthly Salary : MYR 2,300
Work Shipping : **SHIPPING**
1. Ensure that shipment will going smooth.
2. Handling of export documentation and preparing the necessary shipping documents, including invoices, packing list, and etc.
3. Liaise and follow up internally with forwarders for the delivery or incoming shipment status.

PURCHASING

1. Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
2. Review inventories and order as required.
3. Interact with the suppliers on a day to day basis.
4. Review deliveries against the orders.
5. Track the status of any orders.
6. Deal with non-supplied, under orders, over orders and damaged goods.
7. Ensure that any invoices are sent to accounts for payment.
8. Produce and maintain all reports.

CUSTOMER SERVICE

1. Handling new order from customer
2. Process order and submit to production for processing order.
3. Keep updates to customer if any problem happen while production process.
4. Ensure the promise date must be match and no delay.
5. Ensure that the Invoice and DO must submit to account on end of month
6. Ensure that customer files is in good order.

Company Name : Hamelin Elba Sdn Bhd(formerly known as Onilux Sdn Bhd)
From / To : 1 October 2013 to 11 August 2014
Position Title : HR & Shipping Executive
Industry : Electrical & Electronics
Specialization : Logistics/Shipping
Position Level : Executive
Monthly Salary : MYR 2,100
Work Description : **Shipping**
1. Ensure that shipment will going smooth.
2. Handling of export documentation and preparing the necessary shipping documents, including invoices, packing list, bill of lading certificates of origin, and etc.
3. Liaise and follow up internally with forwarders for the delivery status.
4. Responsible updating LMW report for Custom purpose.

HR

1. Preparing of documents for the import foreign workers to be submit to agent.
2. Arrange for the FOMEMA for them.
3. Ensure that all the foreign workers have valid permit and responsible to renew p ermit for those who has expired.
4. Preparing of check-out memo for those who intend to end of their service.
5. Responsible to sending them to the nearest airport(Senai Airport).

Company Name :DAMCO Logistic (M) Sdn Bhd
From / To : 29 Jan 2013 to 30 September 2013
Position Title : Land Site Services
Industry :Transportation / Logistics
Specialization :Logistics/Supply Chain
Monthly Salary :MYR 2,000
Work Description :- Ensure all parcel to be delivered to vessel
- Ensure all return parts to be return to makers
- Doing replacement of cargo from malfunction containers to rework container.
- Arrange for cargo disposal from yard.
- to ensure all account of each job to be done.

Company Name : E22 Senai Desaru Expressway Berhad
From / To : Nov 12 to Jan 13
Position Title : Toll Supervisor
Monthly Salary :MYR 1,200
Work Description : -prepaire daily work everyday.
-observe traffic
-counting collection from tollteller after end of job.

Company Name: Malaysian International Shipping Corporation From/To: Mar 2011 to June 2012
Position Title : Administrative Officer Position Level : Junior Executive
Specialization : Human Resources
Role : Management
Industry : Marine / Aquaculture
Monthly Salary : MYR 3,900.00
Work Description: Work as Admin Officer on board of ship:

- 1) Insist captain in doing some paper works and documents when arrived at port.
- 2) Also as head of catering department, by doing ordering for provision on board.
- 3) Also as Human resource, doing the welfare of crew.

Skill

Skill	Years of Experience	Proficiency
Microsoft Word,Excel, Power Point	5	Advanced

Languages

Language	Proficiency (0=Poor - 10=Excellent)	
	Spoken	Written
Bahasa Malaysia	10	10
English	7	7

Additional Info

Additional Skills:

- * Proficient in Microsoft Office applications
- * Excellent oral and written English
- * Knowledge in customer relationship management skills
- * Possess a B2 and D license.

Availability : **Immediate**
 Possess Own Transport : Yes

Job Preferences

Preferred Work Location(s) : Anywhere
 Preferred Job Type(s) : Full-Time
 Expected Monthly Salary : MYR 3000.00

References

Name : Cik Miss Mardziyana Binti Mohamad Malom
 Telephone No. : 013-6277370
 Company : MARA Technology of University (Johor Campus)
 Relationship : Lecturer

Name : En Idris bin Mas'od
 Telephone No. : 012-7277234
 Position : Penaksir
 Company : Majlis Agama Islam Daerah Kota Tinggi
 Relationship : Advisor