

MUHAMMAD ANSAR BIN FAZIRUDDIN

PERSONAL PARTICULARS

ADDRESS (PERMANENT) : NO. 27, JALAN 7/1D6, SEKSYEN 7,
43650 BANDAR BARU BANGI, SELANGOR.

ADDRESS (CURRENT) : NO. 29, LORONG MEWAH 13,
BANDAR TUN RAZAK, 56000 CHERAS,
KUALA LUMPUR.

DATE OF BIRTH : 24 JUNE 1990

RACE / RELIGION : MALAY / MUSLIM

MARITAL STATUS : MARRIED

MOBILE PHONE : 011 1111 0390

E-MAIL : muhd.ansar90@gmail.com

EXPECTED SALARY : RM 2300 (Negotiable)



PERSONAL PROFILE:

- 2 ½ years in Administration with solid knowledge in managing contract, agreement, licensing, building maintenance and other administration related function. Also experience in managing foreign workers applications and submission. My experience in both environment (Media Industry & Security Service) has taught me well in managing multiple task and priorities. Other from administration, also heavily involve in assisting Human Resources Department project such as Career Fair (Jobstreet), Annual Gathering Dinner and Sports Tournament.

Language:

- Bahasa Malaysia (Written / Spoken) – EXCELLENT
- English (Written / Spoken) – GOOD

Additional information:

- Good of confidence, independent and good team player.
- Have a good thinking.
- Very ambitious and fast learner.
- Trustworthy, responsible.
- Willing to travel and accept challenges.
- Dedicated and committed towards any kind of work given.

Education Background:

1) Executive Degree in Human Capital Management (August 2015-Present)

Asian e-University (AeU), Kuala Lumpur

2) Diploma In Culinary Arts (Jan 2009 – October 2011)

Universiti Tun Abdul Razak, Petaling Jaya (UniRazak)

CGPA : 2.84

3) Sijil Pelajaran Malaysia (SPM - 2007)

Sekolah Menengah Kebangsaan (L) Bukit Bintang, Petaling Jaya, Selangor

Result : 3B, 3C, 2D

Working Experience

1. Admin Executive (March 2014–May 2016)

Sun Media Corporation Sdn. Bhd (Petaling Jaya)

Major Responsibilities :

- To settled over 100 bills per month & keep track/file.
- Groceries, stationaries, calling cards to be ordered.
- Keep track to renew of all agreement.
- To maintain building & office maintenance.
- Make travel arrangements.
- Managed to reduce COST in Administration budget.

Achievements:

- Organized Annual Gathering Staff on Dec 2014 & Annual Event (Futsal Inter-Department) on Feb 2015

2. Administrative Clerk (January 2014– March 2014)

Deriguour Security Sdn. Bhd (Kelana Jaya, Petaling Jaya)

Major Responsibilities :

- To prepared invoices, tenders & quotations to all client.
- Handle the procedure to bring in the Nepalese citizen to Malaysia for become security guards.
- Submit documents regarding the procedure to Kementerian Dalam Negeri & Jabatan Imigresen Malaysia.

3. Shipping Assistant ; Shipping & Manufacturing Division (February 2013 – December 2013)

Avon Malaysia HQ Sdn. Bhd. (Petaling Jaya)

Major Responsibilities :

- Fulfilled demands of every item that has been ordered to Avon outlets around Malaysia.
- Focused in each item that has been picked.
- Done inspection for every box before loaded to the transport division.

4. Offshore Cook (November 2012 – February 2013)

Titania One Offshore Catering (Labuan)

Major Responsibilities :

- Prepared mise en place and cooked at Sea Aaryan Barge for 300 pax.
- Maintained the quality and quantity of food.

5. Shipping Assistant ; Shipping & Manufacturing Division (Sept 2011 – Oct 2012)

Avon Malaysia HQ Sdn. Bhd. (Petaling Jaya)

Major Responsibilities :

- Fulfilled demands of every item that has been ordered to Avon outlets around Malaysia.
- Focused in each item that has been picked.
- Done inspections for every box before loaded to the transport division.

6. Industrial Training (May 2011 – August 2011)

De Palma Hotel, Shah Alam

Major Responsibilities :

- Assisted senior chefs and other kitchen staff in making of mise-en-place, and also other daily kitchen's work.
- Worked in pastry & cake division for 2 months, and another 2 months in banquet division.

Technical skills

- Microsoft Office (Word, PowerPoint, Excel, etc.)
- Good in Computer Literacy

Personal Achievements

- Appointed as Secretary in Safety & Health Committee.
- Spearhead in organize company major events.
- Undergone Program Latihan Khidmat Negara (PLKN) in year 2008.
- Participated in several leadership programs during school and university.

REFERENCES

➤ **Muhammad Radzi Bin Ahmat Suhaimi**

Manager, Human Resources & Admin

Sun Media Corporation Sdn Bhd

Level 4, Lot 6, Jalan 51/217,

46050 Petaling Jaya, Selangor.

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