

RESUME



AHMAD NURDIN GHAZALIE BIN
AHMADI
BLOK 31, RANCANGAN APAS
BALUNG,
91010, TAWAU, SABAH.
Tel: 019-8317425
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PERSONAL PARTICULARS

AGE

23

NATIONALITY

Malaysian

DATE OF BIRTH

22 July 1993

PLACE OF BIRTH

Hospital Besar Tawau, Sabah

GENDER

Male

HEIGHT/WEIGHT

169cm/85kg

RACE

Banjar

STATUS

Single

HEALTH

Excellent

PERSONAL FEATURES

Utilize all my knowledge, experience, potentialities and skills in business management to do the work with responsibility and high standard quality of work and also to build a long term career in this sector.

PROFESSIONAL OBJECTIVE

I am a recent University student seeking a position that will allow me to use my knowledge that I had learnt in Bachelor of Business Administration (Hons) Marketing, strong interpersonal skills as well as my eagerness to contribute to a quality company. Moreover, I would like to work in a professional and active environment where I can apply what I was taught in the University to progress and develop within my job. Furthermore, I prefer to work in environment with financial background so that I can gain more experience in my major of studies.

EDUCATION

2016 Bachelor of Business Administration (Hons.) in Marketing
Universiti Teknologi MARA Campus Kota kinabalu
CGPA: 2.92

2014 Diploma in Banking
Universiti Teknologi MARA Campus Kota kinabalu
CGPA: 3.25

2009 Sijil Pelajaran Malaysia (SPM)
Sekolah Menengah Kebangsaan Balung Tawau, Sabah
Result: 5A, 1B, 1C

HONORS, AWARDS AND ACCOMPLISHMENT

2014-2015

- Appointed as Safety crew for Faculty Academic Trip to Melaka
- Participated Small scale innovation project 2014 Organized by UiTM Sabah

2011-2013

- Appointed as assistant project for conducting a training camp for Komander program
- Appointed as Financial team crew for Bankers Dinner;
- Assign as safety crew for Operation Management Academic Trip.

SKILLS

Administrative Skills	Soft Skills
<ul style="list-style-type: none">• Info. Skills for Admin. Service Personnel;• Record Mgmt. for Admin. Service Personnel;• Executive Note Taking;• Formatting and managing documents;• Archiving and records management	<ul style="list-style-type: none">• Able to work as a part of team;• Communication both written and verbal;• Negotiation and presentation skills;• Experienced in using all office equipment
Computer Skills	Languages
<ul style="list-style-type: none">• Database;• Microsoft Words;• Microsoft Excel;• Microsoft Access;• Microsoft Power Point;• Microsoft FrontPage;• Adobe Photoshop	<ul style="list-style-type: none">• Bahasa Malaysia<ul style="list-style-type: none">- Writing (Fluent)- Speaking (Fluent)• English Language<ul style="list-style-type: none">- Writing (Good)- Speaking (Good)

WORKING EXPERIENCE

FEB 16 - JUN 16	<p>Internship Kaison Sdn Bhd</p> <ul style="list-style-type: none">- Working in-charging to manage a store in 1Borneo Hyper mall- Mostly in operation department- Helping handling event and helping other staff in office task
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ACTIVITIES

2016

- Participate in Undergraduate Poster War Competition at UiTM Sabah.
- Organize Academic Trip to the Melaka Heritage places Technological University at Melaka

2014-2015

- Participate SUPERMITS UiTM Sabah Competition 2015;
- Involve as organizing committee in HRM CONFERENCE 2015;

REFERENCE

Name : Faridah Mohd Syah
Position : Lecturer
Company : UiTM Cawangan Kota Kinabalu
Tel. No. : 010-9493077

Name : Johny
Position : Retail In-charge
Company : Kaison Sdn Bhd
Tel. No. : 016-8310469