

## RESUME

Objective : Seeking a long lasting career in an organization that suitable with my working experience and my academic qualification, where I can excel, deliver and achieve my potential.

### PERSONAL DETAIL

Name : Mohamad Ashraf Bin Rusli  
Age : 23 Years Old  
Address : Lot 3010, Kg Tersusun Paya  
Basung  
31700, Malim Nawar  
Perak Darul Ridzuan  
Current Address : Kg Jawa, Klang  
I/C No : 940119-08-5903  
Contact No : 011-36001400  
Email : mohamadaashrafrusli@gmail.com



### EDUCATIONAL BACKGROUND

#### Highest Education

Institution : Universiti Teknologi Mara (December 2012 – April 2015)  
Level : Diploma in Office Management  
CGPA : 2.86

#### 2<sup>nd</sup> Highest Education

Institution : Sekolah Menengah Kebangsaan Seri Kampar  
Level : Sijil Pelajaran Malaysia (SPM)  
Result : 4 B's 1D 3E

### COMPETENCY OF CERTIFICATES

#### Forklift Operator's & Safety Training (April 2016)

Institution : UMW Industries (1985) Sdn Bhd

#### Course for Certified Environmental Profesional in Scheduled Waste Management

Institution : Institut Alam Sekitar Malaysia (EiMAS)  
Level : Competent Person for Handling Scheduled Waste –15851

Certificate in Safety and Health Officer (October 2015 – January 2016)

Institution : FMM Institute  
Level : Certificate in Safety and Health Officer by FMM  
Result : Pass module 1 – 4

**EXPERIENCE**

Human Resources & Admin Executives Cum Safety Officer Trainee

Company : Acme Chemicals (M) Sdn Bhd  
Years : September 2015 – February 2017 (1 Year, 5 Months)  
Basic Salary : RM2000 + (RM350 fix transport allowance)  
Duty :  
1. Assist day to day operations of HR & Admin functions  
2. Prepare and manage document for staff training, leave, new hire, record MOM for management meeting & HSE, monthly attendance report.  
3. Monitor office maintenance, stationery and others.  
4. Prepare and manage for any license/permit renewal.  
5. Handle all matter related to IT.  
6. Organize HSE training, tool box meeting  
7. Prepare and manage HSE related record, prepare HSE SOP, review SOP, prepare monthly HSE report, machinery registration identification and conduct safety audit.  
8. Handle all matters related to Scheduled Waste Management

Assistant Branch Manager

Company : 99 Speedmart Sdn Bhd (Jenjarom, Selangor Branch)  
Years : July 2015 - August 2015 (2 Months)  
Basic Salary : RM2050  
Duty :  
1. Manage & complete daily store operation jobs  
2. Keep store environment safe and clean  
3. Market merchandising by studying promotion, pricing, product display, stock control and stock manage.  
4. Maintain and supervise staffs  
5. Resolve matters related with customer

### Cashier

Company : Caltex (Thieven Enterprise)  
Years : November 2014 - December 2014 (2 Months)  
Basic Salary : RM950  
Duty :  
1. Handle cash transactions with customers  
2. Greet customers when entering or leaving  
3. Maintain clean and tidy areas  
4. Keep reports of transactions

### Cook

Company : Pizza Hut  
Years : November 2011 - January 2012 (3 Months)  
Basic Salary : RM950  
Duty :  
1. Cook Pizza & other menu

## **SKILLS**

- Typing Skills (60 WPM)
- Abilities in various software (MS Office, MS Power Point, Excel & Outlook)
- Computer Skills (Computer & networking maintenance)

## **LANGUAGE**

	Speaking	Writing
English :	Good	Good
Malay :	Excellent	Excellent

## **PERSONAL STRENGTH**

High responsible to task given, good using computer and technology, quick learner, Good listener, able to multi-task, self-motivated, and willing to learn something new

## **REFERENCE**

Syamsul Azli Abd Khalid  
Finance & HR Manager at Acme Chemicals (M) Sdn Bhd  
+60126145088

Suhaimi Yunus  
Operation Manager at Acme Chemicals (M) Sdn Bhd  
+60172136088