

ABDUL MUHAJMIN BIN AHMAD

No. 7 Jalan Selengkoh
06910 Yan, Kedah
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01116810769



Objective

Seeking for a position in Administration with a medium to large in administration firm that provide the challenges and opportunities to significantly contribute towards organizational goals through the continuous development of professional skills.

Work History

March 2017- August 2017

Management Trainee
Trencell Sdn Bhd
Midvalley Kuala Lumpur

- Responsibility for ordering grocery at jaya grocer and communicate with supplies about product update.

March 2016- March 2017

Part time Staff Customer Relationship Officer
TGV CENIMAS
Mesra Mall, Kemaman, Terengganu

- Customer service, sale ticket, Management food in candy bar, check customer entries and check hall to see all in the good condition.

Jun2013- October 2013

Sales Assistant
Adidas Johor Outlet Premium
Johor Outlet Premium

- Help customer need, Serving customers to increase sales and keep shop clean.

December 2011- February 2013

Crew Leader
McDonald Singapore
King albert part, Bukit Timah, Singapore

Responsibilities to teach new staff and cover any station which need to cover.

Education

april 2013- March 2017 BACHELOR OF BUSINESS MANAGEMENT
Ranaco Education & Training Institute Kijal Campus
Kijal, Kemaman, Terengganu

Business Management CGPA 3.03

2010-2011 Malaysia Higher School Certification (STPM)
Sekolah Menengah Kebangsaan Sungai Limau
Sungai Limau Yan, Kedah

Pengajian Am 2.00
Bahasa Malaysia 1.67
Sejarah 2.00
Seni Visual 2.67

2009 Secondary School SPM
Literature
SMK Batu 17 Padang Lumat 06910 Yan, Kedah

Bahasa Melayu : C+
Pendidikan Islam : C+
Sejarah : D
Mathematics : D
Science: C+
Geografi : B
Pendidikan Seni Visual : B+
Perdagangan : C

Qualifications

- Computer skills include: MS Project, Excel, Word; AutoPlan; Applix Word, Spreadsheet; Powerpoint. Familiar with HTML and SQL database queries.

- Interpersonal Skills; Motivation to other, Communication, Teamwork, and Skills to make decision making.

Leadership Activities and Awards

2015,2016

Dean List Rewards Includes Semester 6 and Semester 8

Jun 2014

AJK DONATION

Rumah Anak Yatim Binjal, Kemaman, Terengganu

Manager to make a success of the event with orphans Degree Communities with a discordant necessary.

Other Activities

Join Amal Palestine Kemaman, Terengganu

Responsibilities for open both and sale Aman Palestine Product get donation.

References

Name : Madam Fazni Binti Mohamad

: Ranaco Education and Training Institute,
Kampus Kijal, P.O.Box 38, Bandar Baru
Kijal, 24100, Kemaman, Terengganu.

Tel No : 09-8593800 (ext: 174)

Position: Program Coordinator School of
Business

Name : Madam Nabila Binti Ibrahim

: Ranaco Education and Training Institute,
Kampus Kijal, P.O.Box 38, Bandar Baru
Kijal, 24100, Kemaman, Terengganu.

Tel No : 09-8593800 (ext: 173)

Position: Lecturer, Class School of Business RETI