

# RESUME



## ZULFADHLI BIN MOHAMED NORDIN

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Jalan Beserah  
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Pahang Darul Makmur

Telephone : 014-5158644

Age : 28  
Identity Card : 890322-06-5219  
Email : zulfadhlिनordin@gmail.com  
Nationality : Malaysian

Marital Status : Single

## CAREER OBJECTIVES

To have starting point of developing a career in an established company where I could use all my expertise and knowledge learned in lectures and industrial training and also gain exposure of working with an experienced in business administration..

## EDUCATION BACKGROUND

Year	Institution	Result
2013-2016	University : University Kuala Lumpur (Business School) Faculty : Management and Entrepreneurship Program : Bachelor of Business Administration (Hons)	CGPA 3.26
2007-2010	University : Politeknik Tuanku Sultanah Bahiyah Faculty : Electrical Program : Diploma in Electrical Engineering	CGPA 3.29
2006	Sekolah Menengah Teknik Seri Pelindung Sijil Pelajaran Malaysia	2A 3B 3C 1D

## ACHIEVEMENT / EXTRA CURRICULUM

Year	Activity	Position
2014	Program Distributed Items and Food To Homeless	Participant
	Program with Orphan at Rumah Titian Kaseh Titiwangsa	Participant
	Program with Orphan at Pertubuhan Kebajikan Baitul Barokah Wal Mahabbah Sepang	Participant
2006	Kelab Matematik	Committee
	Persatuan Bulan Sabit Merah (PBSM)	Committee

## SEMINAR AND COURSES ATTENDED

2013 until 2015	UNIKL Business School Run For Health 2013	Participant
	UNIKL Business School Anti Crime Run 2014	
	UNIKL Business School Seminar Event Branding	Committee

## WORKING EXPERIENCE

<b>Telekom Malaysia Berhad</b> <b>Internship ( January 2016- May 2016)</b>	
<b>Department</b>	<b>Job description</b>
Financial Controller and Business Support	<ul style="list-style-type: none"> <li>• Perform Human Resource Development Fund (HRDF) claim for every staff.</li> <li>• Key-in data – bank statement, payment of purchasing, and registration course training form from staff's file into Microsoft Excel.</li> <li>• Helping other department such as handle the workshop training.</li> <li>• Organize and update all filing systems.</li> </ul>
<b>Hotel Grand Continental</b> <b>Internship ( January 2009- Jun 2009)</b>	
<b>Department</b>	<b>Job Description</b>
Technician / Business Support	<ul style="list-style-type: none"> <li>• Assisting the staff with the material from supplier &amp; necessary activities.</li> <li>• Maintained and repaired electrical systems.</li> <li>• Examine and tested circuit boards for potential short and long term functioning issues.</li> <li>• Performed machine component analysis and repair on a regular basis.</li> <li>• Maintain all electrical system, solving problem as they arise.</li> </ul>
<b>The Reject Shop</b> <ul style="list-style-type: none"> <li>• <b>Part Time Promoter</b></li> <li>• <b>January 2012 - December 2012</b></li> </ul>	
<b>Department</b>	<b>Job Description</b>
Part Time Cashier and Promoter	<ul style="list-style-type: none"> <li>• Promote product to customers.</li> <li>• Handle the payments from customers.</li> <li>• To have a good communication skill.</li> <li>• Perform check stock</li> </ul>

## LANGUAGE PROFICIENCY

Language (1 Poor-10 Excellent)	Spoken	Written
Malay	10	10
English	7	7

## COMPUTER SKILLS

Skill (1 Poor-10 Excellent)	Proficiency
Ms Word	9
Ms Power Point	8
Ms Excel	8

## REFEREE

### Academic Referee

Name : Dr Asmah Zakaria  
Position : Academic Advisor  
Address : UNIKL Business School  
Level 8, Bangunan Yayasan Selangor  
Kuala Lumpur  
Email : asmah@unikl.edu.my  
Phone Number : 03-26875421 / 012-2886497

### Telekom Malaysia Berhad

Name : Ahmad Jamzuri Ahmad Tajuddin  
Position : Assistant Manager  
Central Function - Division HC Planning  
Address : Level 13 South, Menara TM  
Jalan Pantai Bharu  
50672 Kuala Lumpur  
Email : ajamzuri@tm.com.my  
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