

RESUME



Muhammad Zaim Bin Md Zain
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Personal Objective

To take some experience and try to achieve the objectives of company while improve my soft skill when work in a company.

Personal Information

Birth Date	: 03 December 1993	Age	: 24 years
Religion	: Islam	Nationality	: Malaysian
Gender	: Male	Status	: Single
Race	: Malay		

High Educational

Highest Education (2012- 2015)

University : Universiti Sultan Zainal Abidin
Education Field : Bachelor of Business Administration in Islamic Finance
Result : 2.95

Second Highest Education (2011- 2012)

College : Penang Matriculation College
Education Field : Course in Accountancy
Result : 3.32

Abilities

Language : Malay - Excellent in writing and speaking
English - Good in writing and speaking
Arabic - Moderate in writing and speaking

Related Skill and Strengths

I possess very good leadership and management skills. I am a fast learner with great interpersonal communication skills as I enjoy and strong desire to learn new things. Besides that, I am an independent individual who can work under pressure with minimum supervision. I am cooperative team players and I am always ready to adapt with new environments and tackles new challenges.

Experience

- Trainee at Majlis Amanah Rakyat (MARA)
- Have certificate to Inspector Cor-Volunteer Police after training for 3 years.
- Finish as SL1M trainer at **Advance Link Trading & Service** as Finance Executive
Job view - Manage files and documentation
 - Monitoring the invoices and collect payment from customers
 - Phone calls with customers.
 - Summary payroll
- Work as finance clerk at **KTAS RESOURCES SDN BHD.**
- Pass Pre Contract Exam for insurance agent and Takaful Basic Exam(TBE).
- 5 months work as Telesales Executive at **RHB BANK BERHAD** in life insurance product.
- Now I work as PR Assistant Manager at **Alfalah Consulting Malaysia** until now.

Reference

Siti Hajar Binti Md Zaki

Human Resources Executive,
Advance Link Trading & Services,
Mobile Phone : 017-4700286
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En. Ahmad Sanusi Husain

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