



# MUHAMAD AKMAL BIN AYOB

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📍 NO. 210 BATU 8 ½ JALAN

BUKIT PINANG 06200 ALOR

SETAR KEDAH.

## ABOUT ME

Graduate from Kolej Poly-Tech MARA Alor Setar course Office Management and Technology under UITM with CGPA 2.72. Fresh graduate seeking for a job. Multi talent person.

## PERSONAL DETAILS

|                   |                   |
|-------------------|-------------------|
| IC                | 931013-02-6011    |
| DOB               | 13 October 1993   |
| AGE               | 24 years          |
| RACE              | Malay             |
| RELIGION          | Islam             |
| STATUS            | Single            |
| HEIGHT            | 167 cm            |
| WEIGHT            | 56 kg             |
| EXPECTED SALARY : | RM 1500 – RM 1800 |

## EDUCATION

### 2013 – 2016

Kolej Poly-Tech MARA Alor Setar. Diploma in Office Management and Technology.

### 2011 - 2012

Sekolah Menengah Kebangsaan Dato' Syed Omar, Kedah. Sijil Tinggi Pelajaran Malaysia.

### 2010

Sekolah Menengah Kebangsaan Kepala Batas, Kedah. Sijil Pelajaran Malaysia.

## LANGUAGE

|         |                        |
|---------|------------------------|
| Malay   | <div><div></div></div> |
| English | <div><div></div></div> |

## REFERENCE

Mr. Muhammad Farid bin Muhammad  
Erdris (Lecturer)  
Kolej Poly-Tech MARA Alor Setar  
011-0663530  
Office : 04 - 7309257

## WORK EXPERIENCES

### May – June 2014 (Volunteer)

Volunteer at Yayasan Sultanah Bahiyah. Responsible to record data. Responsible to get a feedback from V.I.P. Responsible to prepare the place for the event.

### April – June 2013 (Security)

Security at Kedah State Museum. Responsible to patrol the museum and secure the museum.

### January – June 2011 (Promoter)

Smartphone promoter at Nakano Northern City Plaza Alor Setar. Responsible to promote new model and make a sales. Responsible to consult the customer.

## SKILLS



Communication



Creativity



Computer



Microsoft

## ABILITIES

- 1) Can work under pressure
- 2) Can work with low / min supervision
- 3) Trustworthy
- 4) Excellent people relations skills and human resources