



MUHAMMAD SYAZNI BIN ABD SAMAD
Bachelor of Human Resource Management (Hon.)

OBJECTIVE

Seeking a position in the field of Human Resource and Administration whereby I can fully utilize my knowledge and skills towards achieving the company's objective.

EDUCATIONAL BACKGROUND

Universiti Utara Malaysia

- Bachelor of Human Resource Management (2015)
CGPA : 2.84

SMK Ibrahim

- Sijil Tinggi Pelajaran Malaysia (STPM) (2010)
2.76

Maktab Mahmud Kuala Muda

- SPM, SMRAMM & PMR (2008, 2007 & 2006)

WORKING EXPERIENCE

2016 – PRESENT

Manager at Perbadanan Pengurusan New Bob Centre (PPNBC)

Job Description:

To ensure prompt collection of management fees and issuance of unit monthly account statements.

To handle complaints lodged by unit owners /tenants as well as repair and maintenance of all facilities and common areas.

To assist in the holding of the board/corporation's Annual General Meetings.

To ensure adequate insurance coverage for the building, including fire and public liability.

To ensure all renovation works carried out by individual units follow the proper procedures and regulations.

To liaise with the authorities on compliance with the laws, rules and regulations governing the board/corporation and the operations of the facilities in the building.

Contact Informations

Address : F,A 101 Kg. Masjid,
08600 Tikam Batu,
Sungai Petani, Kedah.

H/P : 017-4877364

E-Mail : syazni_samad@yahoo.com

Personal Information

Nationality : Malaysian

NRIC : 910725-02-5655

Health : Excellent

Expected Salary : RM2000 – RM 2600

Computerizing

Software	Level
Microsoft Word	Excellent
Power Point	Excellent
Excel	Good
Outlook	Excellent
Autocount	Good

Spoken & Writing

Language	Spoken	Writing
Malay	100%	100%
English	70%	70%

<p><u>Personal Skills</u></p> <ul style="list-style-type: none"> • Able to work individually or as a team • Able to interact and work well with people or colleagues • Punctual <p><u>Additional Information</u></p> <p>Willing to travel : Yes (100%) Willing to relocate : Yes (100%) Possess Own Transport : Car & Motorcycle</p> <p><u>Relevant Subject</u></p> <p>Staffing Employment and Industrial Law Training & Development OSHA Industrial Relations Organizational Behaviour Change Management HR in Islamic Perspective Remuneration & Rewards Negotiations HR Information System Collective Bargaining Seminar in HR Management</p>	<p>Continue..</p> <p>To provide or appoint security services and ensure safety for occupants 24x7 hours. To attend to unit owners/tenant's complaints and enquiries and provide assistance and resolutions as best as possible. To issue the monthly statement of accounts and table the monthly collection report.</p> <p><u>Skim Latihan 1 Malaysia (December 2015 – April 2016)</u> Training at KTAS RESOURCES (Human Resource Executive)</p> <p><u>Job Description:</u> Immigration and foreign workers; responsible for foreign workers medical registration (FOMEMA), MyEg work permit renewal and Check Out Memo (COM). Briefing for new foreign workers and responsible for foreign workers hostel facilities. Follow up with all the employee's documents. Maintain and update the individual staff folder.</p> <p><u>Internship (February 2015 – May 2015)</u> Human Resource Department, Majlis Perbandaran Sungai Petani, Kedah. (MPSPK)</p> <p><u>Job Description:</u> Updating staff information by using Human Resource Information System (HRIS). Arrange for training and development activities for staff. Perform with basic office management.</p> <p>REFERENCES</p> <p>Noor Aniza Binti Mohd Ayub Human Resource Executive at EUPE Corporation Berhad, Level 5, Wisma Ria, Taman Ria, 08000 Sungai Petani. H/P : 017-5954878</p> <p>Siti Hajar Binti Mat Zaki Human Resource Executive at KTAS RESOURCES SDN. BHD. Office : 04-5514155 H/P : 017-4700286</p>
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