



#### PERSONAL PARTICULAR

Name : Muhamad Amsyar Bin Mohamad Shuhaimi  
Date of Birthday : 26 July 1993  
Marital Status : Single  
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Phone Number : 017-6760116  
Permanent Address : Blok F1-B-03 Taman Desa Baiduri, Cheras, 56000 Kuala Lumpur

#### EDUCATION BACKGROUND

Highest Education Level : Diploma in Secretarial Science  
Name of Institution : Politeknik Port Dickson, Negeri Sembilan (2014)  
CGPA : 2.91 (Part Six)  
Major Course Include : Secretarial / Administration

Highest Education Level : Sijil Pelajaran Malaysia (2010)  
Name of Institution : Sekolah Menengah Kebangsaan Bandar Tun Hussien Onn 2, Cheras

#### CAREER OBJECTIVE

- Having a stable and challenging career by using my personal capability and creativity where I can enhance my skills and improve my knowledge.
- To work in a company with good working environment in order to contribute to the new technology and be a part of it. Also willing to face new challenge to fulfilling the company vision and expanding my carrier.

#### SUPPLEMENTARY & STRENGTH

Expected Monthly Salary : RM 1,500 – RM 2,000  
Availability : Immediately (Anytime)

#### PERSONAL STRENGTH

- Good communication skills
- Positive attitude
- Self-motivated
- Able to work independently
- Fast learner and willing to take new challenge

## SKILLS & LANGUAGE

### Technology

- Able to produce document by Microsoft Office
- Good knowledge in computer
- Keyboarding skill, typing speed (70 wpm for Bahasa Melayu and 60wpm for English)

### Interpersonal

- Ability to work independently
- Excellent team player
- Detail oriented, able to multi-task
- Great attention to detail

### Communication

- Bilingual – English and Bahasa Malaysia
- Basic study of Mandarin language

## WORK EXPERIENCE

Company Name : Maktab PDRM Kuala Lumpur  
Position Title : Internship as Secretary to Human Resources Manager and worked as PA Assistant (part time)  
Date : 17 December 2012 – 3 Mei 2013(internship) and May –October 2015  
Job Description : I was trained to work in office management as well as a secretary.

Company name : Shapers Mihas (Event management company)  
Position title : Administration and Operation Staff  
Date : Feb – November 2016  
Job description : I handled a few events such as MIHAS and HALFEST. I gained experience on how to manage event. I also worked closely with event sponsors and internal/external team. I also had to deal with the sub-contractors and vendors in negotiating and managing contracts.

## REFERENCES

### **Mrs. Shahrulatiqah Binti Ishak**

Penasihat Akademik (Pensyarah)  
Jabatan Perdagangan  
Politeknik Port Dickson,  
KM14, Jalan Pantai,  
71050, Si Rusa,  
Negeri Sembilan.  
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