

RESUME



SYAHRUL NIZAM BIN SALAMON

B1-C3 TAMAN SRI BALUNG,
91000 TAWAU, SABAH.

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syahrulnizamxx92@yahoo.com

PERSONAL PARTICULARS

AGE

24

NATIONALITY

Malaysian

DATE OF BIRTH

18 November 1992

PLACE OF BIRTH

Hospital Besar Tawau, Sabah

GENDER

Male

HEIGHT/WEIGHT

177cm/64kg

RACE

Butun

STATUS

Single

HEALTH

Excellent

PERSONAL FEATURES

Utilize all my knowledge, experience, potentialities and skills in business management to do the work with responsibility and high standard quality of work and also to build a long term career in this sector.

PROFESSIONAL OBJECTIVE

I am a recent University student seeking a position that will allow me to use my knowledge that I had learnt in Bachelor of Business Administration (Hons) Finance, strong interpersonal skills as well as my eagerness to contribute to a quality company. Moreover, I would like to work in a professional and active environment where I can apply what I was taught in the University to progress and develop within my job. Furthermore, I prefer to work in environment with financial background so that I can gain more experience in my major of studies.

EDUCATION

- 2016 Bachelor of Business Administration (Hons.) in Finance
Universiti Teknologi MARA Campus Kota kinabalu
CGPA: 3.03
- 2014 Diploma in Banking
Universiti Teknologi MARA Campus Kota kinabalu
CGPA: 3.09
- 2009 Sijil Pelajaran Malaysia (SPM)
Sekolah Menengah Kebangsaan Balung Tawau, Sabah
Result: 1A-, 2B, 2B+, 2C+, 2D
- 2007 Penilaian Menengah Rendah (PMR)
Sekolah Menengah Kebangsaan Balung Tawau Sabah
Result: 1A, 2B, 4C, 1D
- 2005 Ujian Penilaian Sekolah Rendah (UPSR)
Sekolah Kebangsaan Runggu Tawau, Sabah
Result: 3B, 1C, 1D

HONORS. AWARDS AND ACCOMPLISHMENT

2014-2015

- Appointed as Transportation crew for Faculty Academic Trip to Singapore.
- Appointed as Head of Technical Crew for Seminar Issues and Ethics course with the invited speaker from Insolvency Department and Amanah Ikhtiar Malaysia.

2011-2013

- Assigned as Technical Crew for Entrepreneurship Action Us (ENACTUS) previously recognize as STUDENT IN FREE ENTERPRISE (SIFE), UiTM Sabah;
- Appointed as assistant project for the ENACTUS project;
- Appointed as Head of Technical crew for Bankers Dinner;
- Assign as Head of Technical crew for Operation Management Academic Trip.

SKILLS

Administrative Skills	Soft Skills
<ul style="list-style-type: none"> • Info. Skills for Admin. Service Personnel; • Record Mgmt. for Admin. Service Personnel; • Executive Note Taking; • Formatting and managing documents; • Archiving and records management 	<ul style="list-style-type: none"> • Able to work as a part of team; • Communication both written and verbal; • Negotiation and presentation skills; • Experienced in using all office equipment
Computer Skills	Languages
<ul style="list-style-type: none"> • Database; • Microsoft Words; • Microsoft Excel; • Microsoft Access; • Microsoft Power Point; • Microsoft FrontPage; • Adobe Photoshop 	<ul style="list-style-type: none"> • Bahasa Malaysia <ul style="list-style-type: none"> - Writing (Fluent) - Speaking (Fluent) • English Language <ul style="list-style-type: none"> - Writing (Good) - Speaking (Good)

WORKING EXPERIENCE

OCT 06 - JAN 07	Part-timer Borneo Samudera Apas Balung - helping in the operation department - collect the bunches of palm - disperse palm fruit from the bunches - Ensure the environment is not contaminated with palm oil waste fibre
NOV 07 - DEC 07	Part-timer S.M.K Balung Tawau, Sabah - Helping other workers to completed new school building - Repaint old buldings
FEB 16 - JUN 16	Internship Lembaga Kemajuan Ikan Malaysia (LKIM) Negeri Sabah - Working in variety of department in term of management and administrative - Helping handling event and helping other staff in office task

ACTIVITIES

2016

- Participate in Undergraduate Poster War Competition at UiTM Sabah.
- Organize Academic Trip to the Nanyang Technological University at Singapore
- Organize a Seminar for Issues and Ethics course with the invited speaker from Insolvency Department and Amanah Ikhtiar Malaysia.

2014-2015

- Participate SPORTNIGHT Friendly Competition amongst Faculty (1st Runner Up);
- Participate SUPERMITS UiTM Sabah Competition 2015;
- Involve as organizing committee in HRM CONFERENCE 2015;
- Involve in social Project;
- Organizing Academic Award Dinner LOF 2015.
- Assign as person in charge Technical Team (responsible of video editing); for 2015 LOF Academic Dinner Award;
- Participate Seminar on GST Organize by LOF Committee Member

ACTIVITIES

2011-2013

- Involve in Enactus Malaysia National Exposition (EMNE) 2013;
- Participate the Enactus Regional Team Training;
- Youth Agriculture Ambassador Tour Organized by ENACTUS UiTM Sabah
- MyHarapan Youth Tour 2013 Organized by Youth Tour Foundation

REFERENCE

Name : Pn. Saliah Binti Haji Mudin
Position : Penolong Pengarah
Company : Lembaga Kemajuan Ikan Malaysia (LKIM) Negeri Sabah
Tel. No. : 013-8723232
E-Mail :

Name : En. Shamlie Bin Salisi
Position : Faculty Lecturer/Advisor
Company : Universiti Teknologi Mara (UiTM) Kampus Kota Kinabalu
Tel. No. : 013-8689897
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