


WAHAB BIN RIDAM

PERSONAL INFORMATION

NIRC	890621-12-6149	Sponsor	PTPTN	
Age	27	Mailing Address	TAMAN HARMONI ,	
Place Of Birth	Sandakan, Sabah		BLOK F-1-20, JALAN BOMBA	
Gender	Male		90000, Sandakan,	
Nationality	Malaysian		Sabah	
Expected Salary	-	Contact No.	014-5689661	
Willing to Travel	YES	Email Address	Sam.ridam@gmail.com	
Willing to Relocate	YES	Availability	January 2017	

OBJECTIVE

- To utilize my knowledge and understanding in the field of human resource and administration, as well as exposing myself to the new challenging of employment in industry.

EDUCATION

Universiti Industri Selangor [2010 – 2013] Bachelor of Human resource management (Hons) <ul style="list-style-type: none">Good standing each semester	CGPA: - 2.71
Sekolah Menengah Kebangsaan Sandakan Bestari [2007 – 2008] STPM MUET	2.33 Band: 2

INTERNSHIP EXPERIENCE

Company	Pusat Zakat Sabah (Sandakan)
Department	Human Resource department Administration department
Duration	4 months (January 2014 – May 2014)
Main Responsibilities	<ul style="list-style-type: none">➤ Learn to use the integrated system and e-zakat to record, register and update the data of the applicant.➤ Organize related files by school, department, and the prayer of getting relief zakat.➤ Assist in reviewing and enlisting the help of education and the bursary.
Other Responsibilities	<ul style="list-style-type: none">• Working together with the staff in administration and human resource management to evaluate each applicant who is applying• Implementing the tasks assigned by the supervisor at all times.• Learning with the executives and other trainee about crude oil entitlement, and research cess.

WORKING EXPERIENCE

Company	PUSAT ZAKAT SANDAKAN
Department	AMIL ZAKAT
Duration	MAY 2014 – JULY 2014
Main Responsibilities	To collected payment of zakat fitrah.

Company	SK.MELANTA JAYA SANDAKAN
Department	TUITION TEACHER
Duration	JUNE 2014 – SEPTEMBER 2014
Main Responsibilities	Teaching three subject for students in UPSR (bahasa malaysia,english and mathematic)

Company	GROLIER INTERNATIONAL (MALAYSIA) SDN BHD
Department	SALES REPRESENTATIVE & CUSTOMER SURVEY DEPARTMENT
Duration	JANUARY 2016 - JANUARY 2017
Main Responsibilities	<ul style="list-style-type: none">• Sales representative

INTERPERSONAL TRAITS AND ATTITUDES

<p>Well-versed in MS Office which includes Microsoft Word, Microsoft Excel and Microsoft Power Point.</p> <ul style="list-style-type: none">• Energetic and enthusiastic with aims to succeed and committed in any work assignment.• Goal oriented, Patient, Friendly, Confident, Committed, Hardworking, Self-Motivated, Responsible.• People-oriented, task achiever with a positive attitude towards all orientations of people.• Sharp learning curve and able to face new challenge.• Honest and hardworking attitude persuades others to follow and keep rising to further heights.• Creative and innovative outlook helps foster a continuing growth on all levels.• Excellent cross-cultural communication skills.• Efficient in time management & given fair time table to adapt to working environment and working requirement.
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ACHIEVEMENTS AND SKILLS

Join the Entrepreneur activities Farm program in Sepang 2012	<ul style="list-style-type: none"> I had learn how to deal with the farm market and how we got commercial the market as the global Get knowledge on the farming activities and what is the challenging for the business such it
Join the Entrepreneur program on Unisel 2012	<ul style="list-style-type: none"> Through this seminar I can some idea on how to start a career and choose a career that suits me. Able to understand the crisis of current market
Human Resource Course Program Visit Bank Negara 2011	<ul style="list-style-type: none"> Exposed with the Bank Negara rules with the commercial banking system. How their react with the monetary policies I also get knowledge on the Bank Negara reserve system
Members of Human Resource Club since 2010	<ul style="list-style-type: none"> Through the club, I learnt on how to build and manage the team that consists with many type of people. I can work and adapt with different type of people.
Others: <ul style="list-style-type: none"> Compete in the Futsal Competition in University Active involved in the sports activity in campus Involved in the blood donation 	<ul style="list-style-type: none"> I could develop more skills for myself, whether in management aspect or sport area. I learnt to manage my time properly so that I could have balance schedule. I realize that studying is not the only way to gain knowledge.

REFEREES

Erni binti Tanius Lecturer Universiti Industri Selangor Universiti Industri Selangor , Jalan Zirkon A 7/A, Seksyen 7, 40000 Shah Alam, Selangor Darul Ehsan, Malaysia Contact no: 017-3836468 Mail: -	Mr. Benneth A/I Rayyapan Deputy Devision Manager GROLIER (MALAYSIA)SDN BHD KK BRANCH Lot no 3 (DBKK A-2-2)2nd floor Block A Alamesra Plaza , Utama Sulaman Coastal Highway , 88400 Kota Kinabalu , Sabah. Contact no: 017-8637436 Mail:
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