



MUHAMMAD FADZILAH BIN SABTU

ADMIN

Batu Pahat, Johor, Malaysia

fadzilahsabt95@gmail.com

60137246734

Profile

Name	Muhammad Fadzilah bin Sabtu
Gender	Male
Date Of Birth	13 Sep 1995
Age	23 years
Availability	After 1 month
Marital Status	Single
Nationality	Malaysian
Work Permit	I am citizen
Address	No. 179, Kampung Sungai Dulang Darat, Rengit , Batu Pahat, Johor, Malaysia, 83100

Objective

People call me Fadil. I was a student at University Utara Malaysia in Degree of Accountancy. First of all, i want to work in the industry that can give me a position that can improve my skills and communication in accounting field. Second, industry that give me chances to apply my knowledge and gain experience for future career and self-advancement. Last but not least, the industry that can utilize my education background and skills besides contributing for the success and growth of the company.

Experience

Jul 2017 - Aug 2017

Pusat Komputer & Internet Fuzzylogix

Position :Admin

Job Description:1) Serving customers in preparing some works like report, resume, letter of resignation and others. 2) Make sure that the money cash in is not understated

Nov 2012 - Apr 2012

Kentucky Fried Chicken (Kfc)

Position :Cashier

Job Description:1) Serving customers with high quality food 2) Prepare correctly the order ask by the customers 3) Make sure that the money cash in is not understated

Education

Sep 2014 - Nov 2018

Universiti Utara Malaysia

Major :Perakaunan

(Grade :3.20)

May 2013 - Apr 2014

Kolej Matrikulasi Melaka

Major :Perakaunan

(Grade :3.95)

Jan 2012 - Nov 2012

Smk Tun Sardon

Major :Sains

(Grade :1A+, 5A, 1B+, 2C, 1D)

Activity

Participating In Football Tournamnet At District Level As School'S Representative
2012

Participating In Chess Tournamnet At State Level As Batu Pahat'S Representative
2011

Referees

Universiti Utara Malaysia Rohana @ Norliza binti Yusof

Email :yrohana@uum.edu.my

(Contact No :60194410666)

Skills

**Computer Skills -
Knowing Officer
Package**

**Computer Skills -
Biztrak Accounting
Software**

**Computer Skills -
Sql Accounting
System For Gst**

**Computer Skills -
Adobe Photoshop
(Beginner)**

**Interpersonal Skills
- Able To Work
Hard**

**Interpersonal Skills
- Ability To Work
Independent Or In
A Group**

**Interpersonal Skills
- Self-Reliance And
Hardworking**

**Interpersonal Skills
- Willing To Work
For Long Hours And
Moderate Traveling**

Language

Language	Strength
English	Good
Bahasa Malaysia	Good
Chinese	Don't Know
Tamil	Don't Know