

AHMAD RUSHAIDI BIN AZMI

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Education

BACHELOR OF BUSINESS ADMINISTRATION (HONS) MANAGEMENT & ENTREPRENEURSHIP

Universiti Kuala Lumpur Business School, UniKL BIS, September 2013 - June 2016

Students Representative Committee (SRC)

Global Excellence Leadership (GEL UniKL MARA)

President of University Peer Facilitators UniKL (UPEF)

Vice President of Management & Entrepreneurship Association

Head of Bureau Transport & Accommodation (UniKL)

Dean's List Award for Semester 2 (2014), Semester 3 (2014), Semester 4 (2015), Semester 5 (2015)

Work Experience

TCRS RESTAURANTS SDN. BHD - DUBUYO (URBAN KOREAN FOOD), KL

ASSISTANT MANAGER, AREA MANAGER (February 2017 – Present)

- Assist the Restaurant Manager in the overall operations and management of the restaurant
- Assist in inventory control and budgeting and lead for QSC as a service in the organization
- Coordinate that regulatory guidelines of the food services industry are being followed by all employees and perform a variety of tasks and lead and trains restaurant employees

PERMODALAN NASIONAL BERHAD COMMERCIAL (PNBC), KL

PROJECT & PROPERTY DEPARTMENT, SL1M TRAINEE (October 2016 – January 2017)

- Assigned for compile all supporting documents for PNBC project with collected data information through CPC & CMGD for 4 projects in the project management system
- Supports the project team with the consolidation of the Monthly Progress Report, Minutes on Progress Meeting, assist the preparing Circular Resolution (CR), Bill Quantities (BQ)
- Assist site visit to deal with supplier and contractor to know the progress about the project and produce the report

PERMODALAN NASIONAL BERHAD COMMERCIAL (PNBC), KL

HUMAN RESOURCES DEPARTMENT, SL1M TRAINEE (June 2016 – September 2016)

- Organizing and maintaining files and records and ensuring new hire paperwork is completed and processed and routing correspondence

- Assigned the administration work, document control and filing system with arranged document as required , organized with produce reports and also handle requests and queries appropriately
- Assist the presentations and briefing human resources policies, procedures, compensation, benefit, performance appraisal, employee relation, staff training and standards to new and existing employees (Make a draft about Condition of Terms)

PERMODALAN NASIONAL BERHAD (PNB), KL

PROJECT IMPLEMENTATION & COORDINATION DEPT, INTERN, (January 2016 – May 2016)

- Preparing labeling and compiling document of documentation, letter, memo and update other related works
- Compilation of information for viability of building properties involving function halls and banquets
- Compiled all supporting documents for research and analyze on property development for PNB Project in the project management system

FOTO OSAKA EKONO LAB SDN. BHD (PHOTOGRAPHY SERVICE), PERAK

ASSISTANT CUSTOMER SERVICE, (January 2013 – August 2013)

- Assist handle and resolve customer complaints by receiving calls and take messages
- Assist obtain and evaluate all relevant information to handle product and service inquiries
- Assigned provide pricing and delivery information also prepare and distribute customer activity reports and maintain customer databases
- Manage customers' accounts, perform customer verifications and set up new customer accounts

Skills, Activities, & Training

- Bahasa Malaysia (fluent), English (near fluent)
- Project Management System (moderate), Research Data (moderate), Social Media (moderate)
- SL1M Courses (Team Building, Leadership, Problem Solving Skill) are organized by PNBi (2016)
- Orientation Committee for Corporate Social Responsibility (CSR) event and Entrepreneurship event organized by UniKL

References

Wan Noraizah Wan Ab Rahman
 Manager
 Project Implementation and Coordination
 24th Floor, Menara PNB, 201-A,
 Jalan Tun Razak,
 50400 Kuala Lumpur
 Contact No: 019-2963051

Shahrol Azman Abd Kahar
 Head of Projects & Property Management
 Project & Property Department
 17th Floor, The Penthouse, Wisma Nusantara
 Jalan Puncak, Off Jalan P. Ramlee
 50250 Kuala Lumpur
 Contact No: 019-7824459