



**MOHAMMAD ZAFRI BIN MOHAMMAD ZAHIR**

Address : F 658 B, Kampung Berapit, Tikam Batu, 08600 Sungai Petani, Kedah Darul Aman.

Mobile No. : 013-5370602

Email : [mohammadzafri91@gmail.com](mailto:mohammadzafri91@gmail.com)

Position applied: Admin / H.R

Expected salary: RM1,500 (negotiable)

**PERSONAL PARTICULARS**

**Age :** 26  
**Race :** Malay  
**Marital Status :** Married  
**Permanent Residence:** Malaysia

**Date Of Birth:** 19 December 1991  
**Gender :** Male  
**I/C No. :** 911219-02-5665  
**Hobbies :** Jogging and Camping

**EDUCATIONAL BACKGROUND**

**Highest Education.**

**Level:** Degree  
**Field of Study:** Human Resource Defence Management  
**University:** Universiti Pertahanan Nasional Malaysia (UPNM)  
**CGPA:** 3.09/4.00  
  
**Level:** Sijil Tinggi Pelajaran Malaysia (STPM)  
**School:** Sekolah Menengah Kebangsaan Kota Kuala Muda. (SMKKKM)  
**CGPA:** 3.00

**Languages.**

**Bahasa Malaysia:**

Spoken	Excellent
Written	Excellent

**English:**

Spoken	Good
Written	Good

**Abilities.**

- Strict in discipline.
- Willing to learn and accept criticism.
- Flexible and able to adapt with new environment.

## **WORKING EXPERIENCE**

<b><u>Working Experience.</u></b>	
January 2017 - Current	<b>Jaya Grocer</b> Position: Management Trainee Task: Manage ordering stock and ensure that goods are always neatly and monitor staff movements.
March 2016 – December 2016	<b>Jinko Solar Perai</b> Position: Q.A Inspector Task: Ensuring the product complies with the standards set by the customer.
December 2015 – February 2016	<b>Mydin Wholesale Bertam</b> Position: Human Resource Associate Task: Make a report on employee discipline problems, Manage & give briefing to the new entry worker and internship student, conduct an interview & conduct DI ( Domestic Investigation) with employees who committed serious offenses.
December 2014 – November 2015	<b>Flextronics Penang</b> Position: Q.A Inspector Task: Ensuring the product complies with the standards set by the customer.
August 2013 – January 2014	<b>Internship at Park Avenue Hotel, Sungai Petani, Kedah.</b> Position: Human Resource Trainee Task: Filing, Update the information of employee and contract workers, managing the new entry worker and internship student.

## **ADDITIONAL INFO**

<b><u>Computer Skill</u></b>	<b><u>Proficiency</u></b>
Microsoft Office, Power Point, and Excel.	Good

## **EXTRA CURRICULAR ACTIVITIES**

### **University:**

Pasukan Latihan Pegawai Simpanan (PALAPES)  
Sekretariat Pencegahan Rasuah UPNM (SPR)  
Committee Member of Malakoff  
Young Officer in Askar Wataniah Regiment

## **REFERENCES**

En. Rashid Bin Nordin

Penyelaras Pembangunan Latihan Industri Universiti Pertahanan Nasional Malaysia

Phone no.: 013-6241533