



MOHAMMAD APIP BIN MOHD NAZREEN NARIND

DOB: 21st February 1994

<https://my.linkedin.com/in/mohammad-apip-mohd-nazreen-narind-861260125>

PROFESSIONAL EXPERIENCE

Johor Corporation

July-Dec 2017

Intern, Human Development and Learning Department

- Cooperate with other HR colleague on HR improvement projects
- Provide administrative support for HR tasks relating to several Human Resource areas such as internal training and external training
- Involved in organized events for Johor Corporation and Group Companies
- Updated each of employees training hour each month
- Assist in updating examination results of each employee

Ahmad Zaki Resources Berhad (AZRB)

Jan-Mar 2016

Intern, Human Capital

- Organize HR events and trainings for all employees
- Work with other HR colleague on HR improvement projects
- Provide administrative support for HR task relating to several Human Resource areas such as Recruitment

UO Superstore

Junior Cashier

June-Aug 2012

- Actively demonstrated good customer services
- Recorded small mistakes with 95% free error during closing
- Frequently been a punctual worker

Eizee Trading

2009 – 2010

Store Keeper/Shop Assistant

- Responsible in conducting whole shop until closing
- Filling the bills, arrange the stock and responsible for cash flows

CONTACT

+60197027882

mohdapipnazreen@gmail.com

No 2, Jalan
Makmur 8, Taman
Damai Jaya,
81300, Skudai,
Johor Bahru,
Johor

EDUCATION

**Johor Matriculation College,
Johor**

Accounting
April 2012

CGPA: 3.82/4.00

**Universiti Putra Malaysia
(UPM), Serdang, Selangor**

Bac. Sc. Human Resource Development

Expected Graduation Date: Dec 2017

Current CGPA: 3.655/4.00

SKILLS

Language:

Malays (Advanced), English
(Intermediate)

Computer:

Microsoft Office (Advanced),
Online Training Management,
Filmora, Publisher (Video Editing)



MOHAMMAD APIP BIN MOHD NAZREEN NARIND

DOB: 21st February 1994

<https://my.linkedin.com/in/mohammad-apip-mohd-nazreen-narind-861260125>

LEADERSHIP & ACTIVITIES

Human Resource Development Student Association (PESUMA), UPM

Welfare Committee (Dec 2014-Dec 2015)

- Conducted for fundraising for any emergency cases
- Collaborated with committee members to develop agendas and implement the association's activities for the school year

Mobility and Community Services in Cambodia

Committee Members (Apr 2015)

- Collaborate with teams in fundraising activities months before the actual program days
- Managed logistics for items and 30 participants
- Contacted person in charge in Cambodia
- Taught basic alphabets and mathematics to 40 village's children at madrasa

AWARDS & RECOGNITION

2007 - Best students award in batch at English College Hostel

2008 - Best students award in batch at English College Hostel

2008 - 3rd place in represent marching feet at national level

2009 - Champion in Rugby tournament state level

2010 - Champion in Handball tournament at district level

2012 - Represent Johor Matriculation College Rugby Team at National Level.

2014 - DEAN list award

2017 - DEAN list award

REFERENCES

Dr. Zoharah Binti Omar

Department of Professional Development and Continuing Education,
Faculty of Educational Studies,
UPM, Serdang, Selangor

Email : zoharah@upm.edu.my
Phone : 03-89467911
Fax : 03-89450455

Dr. Mohd Murshid Bin Arshad

Academic Advisor / Instructor,
Department of Professional Development and Continuing Education,
Faculty of Educational Studies,
Universiti Putra Malaysia
43400 Serdang Selangor

Tel : 03-89467902
Fax : 03-89450455
Email : m_mursyid@upm.edu.my