

ISKANDAR ZULKARNAIN MOHD AZALAN

1227 Taman Aman Fasa 2C
Anak Bukit 05150 Alor Setar
Kedah.
MALAYSIA

Dear Sir,

APPLICATION FOR ADMINISTRATION POSITION

I am a graduate in Bachelor of Office System Management (Hons) with CGPA 2.96 from Mara University Technology Kelantan branch. I am very interested in pursuing a career in the field of management. I have completed a wide range of subjects that provide me with a firm base of knowledge and skills relevant to the requirement.

My focus in my career is to be an excellent and professional employee. Hence, to achieve new experiences and hands-on skills in a management field with a dynamic company are my priorities. I possess an enormous interest in the management fields and willing to work hard and assist the company when I am required.

If I were to be given the opportunity to be part of your working team, it would be a great pleasure to render my fullest effort, skills and energy to work with your company. I shall utilize my abilities, knowledge and experience for the company's benefit.

Enclosed herewith is a copy of my resume for your kind attention.

Your time and consideration is highly appreciated.

Yours sincerely,

(ISKANDAR ZULKARNAIN MOHD AZALAN)
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ISKANDAR ZULKARNAIN MOHD AZALAN

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OBJECTIVE

I am looking for opportunities in a reputed organization, which will allow me to deliver my best and upgrade my skills in management, thus meet the demands of the organization.

EMPLOYMENT HISTORY

Sept 2016 – Dec 2016 **Internship Student , Jabatan Kemajuan Masyarakat Negeri Kedah**

Job Description

- Preparing reports for data that have been collected in other branch.
- Support senior-level staff and junior level tasks.
- My roles in Kemajuan Masyarakat is to performs administrative and office support activities for multiple supervisors.
- My task includes fielding telephone calls, receiving and directing visitor, word processing, presentation and manage records room.

Other

- Joined Innovation Competition between the organizations with other state by KEMAS at Kuala Lumpur.
- My roles to make preparation for the competition such as make montage video, make PowerPoint for presentation and prepare props.

Jun 2014 – July 2014
(2 month) **Admin Operation, ChinHin Motor**

Job Description

- Collect customer data by deal with other branch
- Call service with is have to deal with problem customer
- Key in data information which is customer information and other

TECHNOLOGY & SKILLS **Computer Skills**

- Microsoft Office : MS Word, Power Point, Excel and Publisher
- Basic using Statistically Package for Science Social (SPSS) Software

Interpersonal Skills

- Ability to work independent or in a group
- Able to communicate well to others
- Willing to work for long hours and moderate traveling.

EDUCATION

2015 – 2017	Universiti Teknologi Mara Kelantan (Machang) Bachelor Of Office System Management CGPA 2.96 / 4.00
2011 – 2013	Universiti Teknologi Mara Kedah (Merbok) Diploma in Office Management and Technology CGPA 2.85 / 4.00 MUET (Malaysian Universities English Test) BAND 2
2005 – 2009	Sekolah Menengah Tunku Abdul Malik, Alor Star, Kedah SPM

LANGUAGES

(Proficiency: 0=Poor - 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	6	6

ACHIEVEMENT

RESEARCH : A study on influential factors that causes cyberloafing among employees at Jabatan Kemajuan Masyarakat.

PREFERENCES

Willing to Travel	Yes
Willing to Relocate	Will Consider
License	B2, D
Possess Own Transport	Yes
Salary	-
Expected Monthly Salary	-

REFERENCES

Encik Husin Sidek	Assistant Director Jabatan Kemajuan Masyarakat Negeri Kedah Bangunan Wisma Anak Bukit, Alor Setar. Hp. No. : 0195124343 Relationship : Internship Supervisor
Wan Masnieza Wan Mustapha	Lecturer UiTM Kelantan, Bukit Ilmu, 18500 Machang, Kelantan Hp. No. : 014-5086647 Position : Lecturer at UiTM Machang Kelantan