



KHAIRUL SYAZWAN B. NORLAJIS



EDUCATION

- BACHELOR IN BUSINESS(HONS.) (ENGINEERING ENTREPRENEURSHIP), UNIVERSITI MALAYSIA PERLIS. (2013-2016)
CGPA: 2.61
- ELECTRIC&ELECTRONIC ENGINEERING, KOLEJ MATRIKULASI TEKNIKAL KEDAH. (2012-2013)
- ELECTRIC&ELECTRONIC ENGINEERING, SIJIL PELAJARAN MALAYSIA(SPM), SEKOLAH MENENGAH TEKNIK SEBERANG PERAI. (2010-2011)



WORK EXPERIENCE

Skim Latihan 1 Malaysia Khazanah Nasional Bhd. Green Program
(May 2017-August 2017)

Learning Support Specialist

On Job Training: S.M.K.(L) Methodist, Penang

- Assist teachers with tracking data to determine the effectiveness of interventions.
- Collaborate with teachers to develop effective whole group practices, small group interventions, and individualized learning activities.
- Support teachers in differentiating plans for students based on their unique learning profiles so that all students are engaged and challenged and each student achieves dramatic gains.

Fastron Sdn. Bhd., Bayan Lepas, Penang (January 2017-April 2017)

Production Supervisor

- Accomplishes manufacturing staff results by communicating job expectations.
- Maintains staff by recruiting, selecting, orienting, and training employees through developing personal growth opportunities.
- Maintains quality service by establishing and enforcing organization standards.

Islamic Charity Society (I.C.S) Penang (July 2016-December 2016)

Operation Clerk

- Performs administrative and clerical duties for Property Operations by composing and distributing correspondence, letters, memos, reports, office forms and notices.
- Overseeing incoming and outgoing e-mails and faxes.



PERSONAL SKILLS



Responsible



Motivated



Teamwork



Leadership



Multitask



PROFILE

Khairul Syazwan Norlajis, 23 years old, single. Can be described as a dedicated person and excellent in a team. Driven by confidence to be successful in this legal field.



CONTACT ME



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PROFESSIONAL SKILLS

MS Words

MS Power Point

MS Excel



Adobe Photoshop

AutoCAD



LANGUAGES

English

Malay



INTEREST





CURRICULAR ACTIVITIES

- Kor Siswa-Siswi Pertahanan Awam Malaysia(KOSISPA) Universiti Malaysia Perlis.
- Koperasi Siswa-Siswi(KOSISWA) Universiti Malaysia Perlis.
- Charity Cycling Kolej Kediaman Tun Abdullah Ahmad Badawi UniMaP
- Custom Agent(Executive) And GST Courses organized by Jabatan Kastam Diraja Malaysia , Universiti Utara Malaysia and Universiti Malaysia Perlis.
- Garage Sale Carnival, UniMaP.
- Consultan and Financial Courses(Forensic Account and Investigation Account) .
- Developing Entrepreneurial Skills and Mindset Seminar
- Basic Trauma & Life Support Courses organized by Pusat Latihan Pertahan Awam Utara, Kedah.



REFERENCE

- **Ain Zuraini Zin Aris**
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