



MUHAMMAD NAJIB BIN JEMAN

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About Me

Full Name : Muhammad Najib Bin Jeman
Gender : Male
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Address : 100, Lorong 4C1, Kampung Siol Kandis, 93050 Petra Jaya,
Kuching, Sarawak
Nationality : Malaysian
Date of Birth : 24 April 1993
Place of Birth : Kuching
Email Address : muhdnajibjeman@gmail.com

Education

November 2016 **Universiti Malaysia Sarawak (UNIMAS)**
Bachelor's Degree in Business Administration (Marketing) | Malaysia
CGPA 2.73

Disember 2012 **SMK Greenroad Kuching**
STPM | Malaysia
CGPA 2.5

2010 **Kolej Datuk Patinggi Abang Haji Abdillah**
SPM | Malaysia

BM : A-	Additional Mathematic: E	History : B	Islamic Education: B+
English: A	Modern Mathematic : B	Biology: D	Physic : D
Chemistry: D			

Skills

- Proficient in Microsoft Word, Microsoft Power Point, Microsoft Excel and Adobe Photoshop.
- Able to work under pressure and independently with minimum supervision.
- Proactive team player, active, efficient, and focused.
- Able to write and speak in English and Malay.
- Willing to work from bottom position.
- Self-motivated and competitive.
- Keen to learn anything for self-improvement and enhance knowledge.
- Hardworking person.

Activities/Training/Workshop

2016	Participant in “Kursus Keusahawanan Sosial Peringkat Negeri Sarawak 2016”
2015	Committee Member of Moomol Talk
2015	KESISMA (Exco Activity and Welfare)
2015	Committee Member or crew for FIT Malaysia in Kuching
2014	Participant in KKS (Kursus Keusahawanan Siswa)
2014	KESISMA (Exco Activity and Welfare)
2013	Vice Director 2 for Hari Keushawanan and, Bengkel Blogging and Facebook.
2013	Committee Member for Sakura Ghost House event

Working Experiences

2011	<u>Cooks at Hartz Chicken Buffet, Kuching (2 months)</u> <ol style="list-style-type: none">1) Prepare equipment and materials before and during foods preparations.2) Cleaning, tidy up, and store equipment and materials after food preparations and after shift.
2013	<u>Sales Promoter Shoe Of Shoes (4 months)</u> <ol style="list-style-type: none">1) Serve customers.2) Arrange new shoe stocks arrival in the store as well on display rack.3) Guide new staff about work nature, rules, and ethics during working hours.4) Cashier attendance5) Open store key as well closing the store.

- 2014 Manage food kiosk in UNIMAS campus (5 months)
 1) Dealing with foods and beverages suppliers.
 2) Manage staffs working hours and salary.
 3) Manage staffs welfare.
 4) Guide staffs for kiosk hygiene and items arrangement.
 5) Pay suppliers at every kiosk closing time.
 6) Prepare enough coins and money for change.
- 2016 Practical at M.G.S. Training and Consultancy (3 months)
 1) Prepare cover letter for company program to education institute, government and non-government sector.
 2) Organized programs during practical.
 3) Meets related people for program organizing.
- 2016 Cleaner Operator at Giant under Harta Company (2 and the half months)
 1) Responsible to maintain the cleanliness of the complex.
 2) Empty trash can and pick up trash.
 3) Clean brushes, mops, and brooms.
 4) Tidy up food court table from rubbish and plates.

References

Dr. Mohammad bin Hosin, Coordinator Credited Curriculum, UNIMAS.
 082-583728

Dr. Mohammad Affendy Arip, Supervisor for Final Year Project & Director for KESISMA
 016-8780579

Siti Fatimah binti Suhaili, Supervisor at Boulevard S.O.S branch
 019-8669860

Mr. Zamri bin Mohamad, Practical Supervisor
 013-8345344

Jamali Bin Hamden, Cleaner Operator Group Leader
 017-8556483