



MOHAMAD ZULLASMIE BIN GAPOR

ADMINISTRATIVE SCIENCE &
POLICY STUDIES



CAREER OBJECTIVE

Fresh graduate and a dedicated Administrator to execute given task with full commitment. Limited working experience but ready to learn new things and can start working at any level of position. Currently in the journey to gain more knowledge and experience for career growth.



INTERNSHIP EXPERIENCE

- July – Sept. 2016 Yayasan Sarawak
Public Relation Department
- Involves gaining understanding and support for clients as well as trying to influence opinion and behaviour. Hence, we're also use all for 5ms of media and communication to build, maintain and manage the reputation of our clients.



EDUCATION

- 2014 - 2017 **CGPA : 3.62**
Ungraduate
Bachelor of Administrative Science
Universiti Teknologi MARA
- 2012 - 2014 **CGPA : 3.38**
Graduate
Diploma in Public Administration
Universiti Teknologi MARA
- 2011 **SPM : 5B**
SMK Sungai Maong

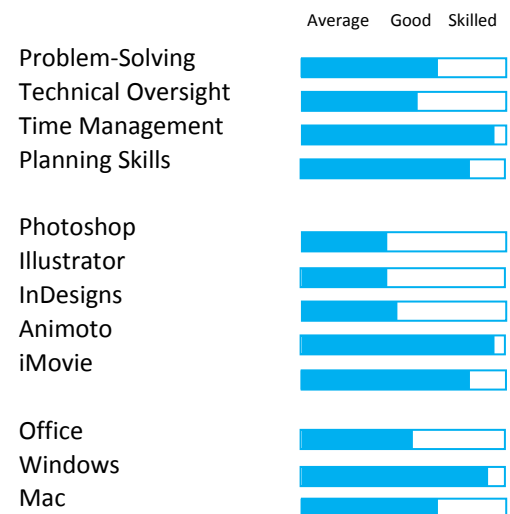


ACHIEVEMENT

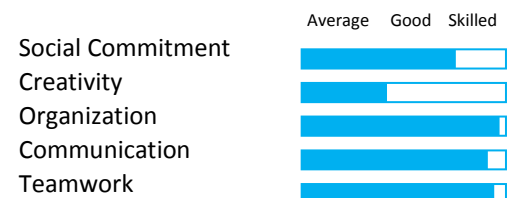
- ~Winner of Toothpick Bridge
2011
- ~President of Muslim Students
2010-2011
- ~Secretary Assistant
Prefect
2010-2011
- ~Member of Publicity
Maspena's Club
2012-2014
- ~Leader of Publicity
Jawatankuasa Perwakilan Kolej
2013-2014
- ~Best Presenter Award
Final Semester Project
2016
- ~Dean list Award
2014, 2015, 2016



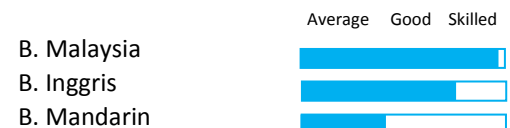
PROFESSIONAL SKILLS



PERSONAL SKILLS



LANGUAGE



INTEREST



Cycling



Badminton



Photography



MOHAMAD ZULLASMIE BIN GAPOR

ADMINISTRATIVE SCIENCE &
POLICY STUDIES



Availability

Anytime



Phone

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Bersinar, Jalan Matang batu 5,
93050, Kuching Sarawak



REFERENCE

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Ketua Pusat Pengajian

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Studies (UiTM Samarahan)



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15th FEBRUARY 2017

THE HR DEPARTMENT,
Habour View Hotel,
Lorong Temple,
93150 Kuching,
Sarawak, Malaysia

Dear Sir/Madam,

JOB APPLICATION FOR ADMINISTRATIVE POSITION

Refer to the subject, I am writing to apply for Administrative or any available equivalent position at your company. For your information, I am a fresh graduate in Bachelor of Administrative Science from University Technology MARA (UiTM) at Kota Samarahan, Sarawak.

I have some basic experience in regards to administrative task and even pick up a few skills in public relation during my internship at Yayasan Sarawak as a trainee for 2 months. I was also the president of Muslim Student during secondary school and also leader in publicity of *Jawatankuasa Perwakilan Kolej* when I was in my fourth semester in UiTM. As a result, I am good when it comes to critical thinking. My scopes of work are more to communicating with public and basically anything involving management or administrative task such as; filing, data recording, project management and public relations.

I am eager to learn new skills and gain experience for my future career development and to be able to work as a team with others. I can also work independently and being punctual is what I am good at. I strongly believe that it is a good opportunity to work at your company.

Attached together is a copy of my resume and my certificates. I hope my application will be considered favourably, and I look forward to hear from you.

Thank you.

Sincerely,

MOHAMAD ZULLASMIE BIN GAPOR

A handwritten signature in black ink, appearing to read 'Carl', written over a horizontal line.