



MUHAMMAD HAZIM B. BUJANG

No. 193 Kampung Serpan Laut,
94600, Asajaya, Kota Samarahan,
Sarawak.

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Personal Particulars

- Date of Birth (Age): 12 August 1993 (23)
- Gender : Male
- Nationality: Malaysian
- Race: Malay
- Marital Status: Single
- Occupation: Fresh Graduate
- Interests: Reading, travelling, football, volleyball, and martial arts.

Objective

I am a fresh graduate currently looking for a job related to my qualification. I would like to utilize my skills and experience as well as my passion for a job market and apply my human resources knowledge extensively in meeting the organization's aims.

Internship Experience

July – September 2016
Sarawak Public Service Commission

Responsibilities

- Providing general administrative support to colleagues & the Office Manager.
- Answering the phone and forwarding callers on to relevant staff.
- Dealing with all general emails & incoming calls on behalf of the department.
- Producing various business correspondence documents.
- Keyboarding and Document Formatting.
- Photocopying & printing large batches of documentation.
- Greeting visitors to the office in a professional and friendly manner.
- Responsible for the ordering of stationery, printer and photocopier supplies.
- Capable to handle all kinds of secretarial works.
- Organizing the scheduling of meetings, conferences and events.
- Sorting and distributing incoming communication data including faxes, letters and emails.
- Monitoring and maintaining the organization's website.
- Establishing and implementing administrative policies and procedure for the office.

Education

1)DEGREE IN HUMAN RESOURCES ECONOMICS - 2016

University Malaysia Sabah

CGPA: 3.14

2)SIJIL TINGGI PENGAJIAN MALAYSIA (STPM) - 2012

SMK ASAJAYA

CGPA: 3.58

Skills Summary

Administrative Skills

- Organizations and basic legal skills
- Experienced in general office procedures
- The ability to handle numerical data
- Dealing with public administration issues
- Formatting and managing documents
- Archiving & records management

Computer

- MS Excel
- MS Word
- Powerpoint

Soft Skills

- Able to work as part of a team
- Communication – both written and verbal
- Fast and accurate typing
- Negotiation, presentation skills
- Experiences in use of all office equipment.

Language

- Bahasa Malaysia
- English

Activities

- Karnival Online Networking Entrepreneurs (ONE SSM) (2016)
- Committee of Transportations Unit of Voluntary Service to Seri Mengasih Centre (2016) Committee, Academic Talk (2016)
- Kajian Keperluan Modal Insan Wanita Untuk Koridor Tenaga Diperbaharui Sarawak (2016)
- Program Latihan Transformasi Negara (2016)
- Community Support Responsibility for Highly Immersive Programme (2016)
- Director of Community Social Responsibility (2015)
- Technical committee, Human Resources Economics Family Day (2015)
- Participant, World Biggest Show Silat Cekak Pusaka Hanafi (2015)
- Participant in Soccerstreet in KASUGA FPEP (2015)
- Actor in short film of "Jelama" (2015)
- Participant, Competition of Silat Cekak Pusaka Hanafi National Level (2014)
- Member, Silat Cekak Pusaka Hanafi (2013 – Present)

References

Rostika Petrus Boroh
Head of Programme
Universiti Malaysia Sabah
019-5888639

Sebi Hj. Abang
Admin Officer
Sarawak Public Service Commission
011-19803135