



MUHAMAD AFIQ AIMAN BIN HASSAN

*I love challenges and experienced new things and committed to my job.
I'm also can work under pressure complete the entire task given in right on time.*

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TEL : +6019 - 5656072

PERSONAL PARTICULAR

Age	: 25	Nationality	: Malaysia
Gender	: Male	Marital status	: Single
I.C Number	: 920422-02-5657	Religion	: Islam
Address	: 2929c Taman Muhibbah, Jalan Sultanah 05350, Alor Setar, Kedah DarulAman, Malaysia.	Date of birth	: 22 April 1992
		Place of birth	: Sungai Petani, Kedah.

EDUCATIONAL BACKGROUND

2013 – 2016	Universiti Tenaga Nasional (UNITEN KSHAS) Bachelor of Business Administration (Hons.) in Human Resource Management Majoring : Human Resource Management CGPA :2.77 /4.00
2010 –2013	Telekom Malaysia Multimedia College (MMC) Diploma in Management with Multimedia Majoring : Management CGPA : 2.50/4.0
2005 - 2009	Sekolah Menengah Kebangsaan Dato Syed Omar (SMKDSO)

ACHIEVEMENT

Universiti Tenaga Nasional (UNITEN KSHAS)

- Head bureau project of Extravaganza English.
- Head Bureau of Majlis Pelancaran "Sahabat Aqsa Syarif".
- Head Bureau of Expedition to Kuala Tahan.
- Head Bureau of Journey to Berkelah Project.
- Attending "Unity in Diversity" program.
- Attending "Lari Dari Pentas" program.

WORKING EXPERIENCE

**17 December 2012 –
22 March 2013**

Public Relation Trainee, (Telekom Malaysia Berhad)

Job Description:

- Planning Publicity strategies and campaign.
- Communicate with vendor, managerial about budget, timescales and objectives.
- Designing, writing, producing presentation, articles and information for websites.

**10 October 2016 –
30 December 2016**

Audit and Security Department Trainee, (Watson's Personal Care Stores Sdn Bhd)

Job Description:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

SKILLS

- | | |
|-------------------------|-------------------|
| • Microsoft Words | • Microsoft Excel |
| • Microsoft Power Point | • Adobe Photoshop |
| • Adobe Lightroom | • Photography |

LANGUAGES

Bahasa Malaysia ★★★★★

English ★★★★★★

MUET Band 3

AVAILABILITY

Immediately

REFERENCES

Pn . Noor AwanisBt Muslim

Senior Lecturer

College of Business and Accounting
University Tenaga National (UNITEN)
26700 MuadzamShah, Pahang.

TEL: 017 - 8210002

Che Wan Ngah Wan Hitam

Senior Audit Officer

Audit Security Loss and Prevention
Department

Watsons Personal Care Stores (Malaysia)
Sdn. Bhd

TEL: 012 - 2246638