



Muhammad Rustam Tahar

CONTACT

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OBJECTIVE

to obtain the opportunity to enhance my soft skills, knowledge and experience in the management profession while contributing to the organisation in achieving its goals.

EDUCATION

Bachelor of Science Information Studies (HONS) Library and Information Management

Universiti Teknologi MARA

- Graduate on November 2013

September 2011 - September 2013

Diploma in Information Management

Universiti Teknologi MARA

- Graduate on October 2011

Jun 2008 - Jun 2011

WORK EXPERIENCE

Telekom Malaysia

SL1M Trainee

- Participate in soft skills training for 2 month at MMU Melaka.
- Currently undergo 6 months on job training at TM Point Batu Lintang

April 2016 - December 2016

Astro Measat

Astro Sales Advisor

- To promote and secure sign ups and installations for the Astro service.

January 2016 - April 2016

Block 7 Garage

General Worker

- cleaning and preparing a job site, loading and delivering materials(assist in building awning, gates), and using a variety of tools and machines such as blowtorches, power drills, grinders, saws, pressure washers, and water spraying equipment.

September 2015 - December 2015

7 Eleven

May 2015 - September 2015

Store Manager

- Oversee store operations, supervise employees, manage inventory and promote 7 Eleven to customers

New World Mart

April 2015 - May 2015

Butcher

- Transport, preparing the product(chicken) (cut, wrap, display) for customer to choose.

Nurraz Cafe

October 2013 - March 2014

Waiter

- take order from customer
- preparing drinks for the customer
- keep the cafe clean by performing cleaning duty everyday before and after closing hour

Pustaka Miri

22 July 2013 - 20 September 2013

Intern

- Experience how the library operate and make a report and suggestion base on my time serving the library.

Airpak Express Courier& Skynet Courier

September 2011 - October 2011

Dispatch

- Deliver all the mail and package at assign territory within the time given

Sung Hoe

July 2011 - August 2011

General Worker

- Organize and transport any order required by customers

Boulevard IT

May 2009 - Jun 2009

Sales Person

- Assist customers in choosing product
- Suggest other services and product available at the store

SK Lambir Village

07 April 2008 - 20 June 2008

Temporary Teacher

- Teaching Mathematics,English and Bahasa Iban

Sugarbun Restaurant

Dec 2007 - March 2008

Cashier/ Waiter/ Kitchen Helper

- Make sure the restaurant in clean condition all the time

- Clean up after customer have finish
- Cashier
- Preparing food in the kitchen

ADDITIONAL INFORMATION

LANGUAGE (scale from 1-10 *1 worst, 10 is excellent)

- English [Spoken(7), Written(8)]
- Bahasa Melayu [Spoken(9), Written(9)]
- Kayan [Spoken(9)]
- Iban [Spoken(6)]
- Melanau [Spoken(5)]

INTERPERSONAL SKILLS

- Willing to learn and able to work with less supervision
- Able to work under pressure
- Team player

REFERENCES

Astro Team Sales Manager

Nazrul Hardy B Khalik

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EMAIL : nazrul_khalik@astro.com.my

LIBRARIAN

LILIAN BAUN PULO

TEL : 013-985 4696, 085-488 525

EMAIL : lilianbp@sarawaknet.gov.my