

# RESUME

## MUHAMMAD HIDAYAT BIN OMAR

Address : 81 Kampung Keladi, 09000 Kulim, Kedah  
I/C : 930105-02-5417  
Tel (H/P) : 012 – 461 6013  
E-mail : muhammadhidayatomar@gmail.com



### EDUCATIONAL BACKGROUND

#### Highest Education

**Institution Name** : Universiti Teknologi MARA (UiTM) Arau, (2015 – 2017)  
**Level** : BBA (Hons.) in Human Resource Management  
**CGPA** : 3.23

#### 2<sup>nd</sup> Highest Education

**Institution Name** : Universiti Teknologi MARA (UiTM) Merbok, (2011 – 2014)  
**Level** : Diploma in Business Management  
**CGPA** : 2.96

### WORKING EXPERIENCES

**Organization** : OSK Property Sdn. Bhd  
**Position** : Admin Assistant (Internship)  
**Period** : August 2016 – November 2016 (*4 months*)  
**Job Description** : 1. Scheduling appointments, meetings and give proper notification.  
2. Assisting in setting up and maintaining a proper and accurate filing.  
3. Compiling and submitting reports to various departments/authorities.  
4. Photostatting, faxing and distributing memos/documents.  
5. Maintaining office equipment of the departments.  
6. Assisting in ad hoc projects.

### MISCELLANEOUS

#### **Career Objective:**

Seeking a Human Resource Management position where my education experience will allow me to make an immediate contribution as an integral part of a progressive company.

#### **Personal Traits:**

Able to work independently, highly confidence and like to be challenged by new perspective of environment.

#### **Strengths:**

1. Experienced in leadership
2. Trained to be flexible, well-planned and organized person.
3. Easy going, creative, fast learner, independent.
4. Have the character and ability to work effectively with others in a diverse team.
5. Adaptable to new environment and able to learn.

### SKILL

- |                   |  |                |
|-------------------|--|----------------|
| • <u>Language</u> | <u>Verbal</u>                                | <u>Written</u> |
| 1. Malay          | Excellent                                    | Excellent      |
| 2. English        | Good   | Good           |
| • Computer        | - Excellent capabilities on Microsoft Office |                |

### REFEREES

**Ruzita Mat Isa**  
Senior Executive  
Finance & Administration  
OSK Property  
No. 1A, Jalan Puteri Heights 1/1,  
Bandar Puteri Jaya,  
08000 Sungai Petani,  
T: 604 4251818 ext : 103  
F: 604 4258030

**Rozihana Binti Shekh Zain**  
Senior Lecturer,  
Faculty of Business & Management,  
Universiti Teknologi MARA (UiTM),  
02600 Arau, Perlis  
017-4471963