



M U H A M M A D F A I Z B I N H A S H I M

B.SC. (HONS) HUMAN RESOURCE DEVELOPMENT

PERMANENT ADDRESS:
F42 KAMPUNG PAYA KUALA SUNGAI
MUDA 08500 KOTA KUALA MUDA
KEDAH. MALAYSIA.

PHONE NO.
+6014-7407215

EMAIL ADDRESS.
fizfare@yahoo.com

PROFILE

I have acquired knowledge on Human Resource Development understanding such as Training & Development, Payroll Analyst, Compensation Benefit, Performance Management & related in Human Resource.

I am familiar with a lot the languages and term used in Human Resource Development Such as term in Industrial Act 1955 Furthermore, I have great personality and project management skills, either work alone or with a group

OBJECTIVE

To apply my knowledge and skills in your company that would help me to grow professionally in the future.

EDUCATION

BACHELOR OF SCIENCE (HONS) HUMAN RESOURCE DEVELOPMENT

UNIVERSITY
MALAYSIA SARAWAK |
2012-2015
CGPA : 3.07



STPM (HUMANITY)

SMK KOTA KUALA
MUDA
2010-2011
CGPA : 3.00



SPM (HUMANITY)

SMK KOTA KUALA
MUDA
2005-2009
4A 1B 2C 1D 1E



AWARD

Best Group Apprentice SL1M FMM Kedah, Perlis & Pulau Pinang

FMM & NCIA WILAYAH UTARA
Jan 2016

Trainer For Integrity Presenter

Institut Integriti Malaysia
Sep 2014

Icon Sukarelawan siswa Malaysia

Yayasan Sukarelawan Siswa Malaysia
Jan 2012-March 2014

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Sukarelawan Siswa Harapan
Universiti Malaysia Sarawak
March 2013

Pelajar Cemerlang STPM
Sekolah Menengah Kebangsaan Kota Kuala Muda
March 2011

TRANSRABLE EXPERIENCE

SUKARELAWAN SISWA MALAYSIA

***LEADERSHIP** Responsible to ensure the information give by leaderr is accurate and relevant to achieve mission In the team work .

***TEAM WORK** Ensure the team work together to Achieve their main goal in the team.

***PUNCTUALITY** - Well trained to be punctual and responsible to lead the squad to be punctual at any task given.

INTEGRITY INSTITUTE MALAYSIAN (IIM) SEKRETARIAT RAKAN INTEGRITI MAHASISWA

***COMMUNICATION SKILL** Because I one of trainer for UNIMAS to conduct Sekretariat Rakan Integriti Mahasiswa counsil.

***TEAM WORK** Ensure I want my team to work together and brainstorm any idea to achieve their objective

MAJLIS MAHASISWA NEGERI KEDAH (UNIMAS)

***LEADERSHIP SKILL** conduct and managed anak-anak kedah UNIMAS consists of welfare, and education

***PUBLIC RELATION** I need to contact parent and other committee in kedah to give fund for anak-anak kedah. For event or welfare.

SCHEME LATIHAN 1 MALAYSIA (SL1M)

***PUBLIC RELATION** During 2 month in training, I have to collobrate in Private company to give fund for project SL1M

***CREATIVE & CRITICAL THINKING** Have to settle operation problem and create new idea to produce new product and services in Malaysia.

MUHAMAD FAIZ BINHASHIM

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SKILLS & INTERESTS

COMMUNICATION SKILLS

LANGUAGE	WRITING	SPEAKING
MALAY	○○○○○○○○○○○○	○○○○○○○○○○○○
ENGLISH	○○○○○○○○	○○○○○○○○

TECHNICAL SKILLS

SKILLS	RATE
MICROSOFT	○○○○○○○○○○○○
SPSS	○○○○○○○○○○
UBS PAYROLL	○○○○○○○○○○
ADOBE	○○○○○○
BARAGUDDA	○○

WORKING EXPERIENCES



Milux Corporation Berhad (January-June 2010)

Position : Clerk

Job Description :

- Handle the process in and out item from the electric.
- Helps to identify the list of items.
- Manage file.

Acomplishment

- Help Manager to handle documentation and profiling company.

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Merdeka Beach Resort (January-August 2011)

Position : Guest Services Assistant (GSA)

Job Description:

Handle the events and Help supervisor to manage our staff.

Accomplishment

- Handle and coordinate F&B department for big events.
- Achieve KPI to handle event for school holiday.



Az Secret-Muslimah's Secret (January-March 2015)

Position: HR & Admin

Job Description:

- Handle the document that needed to claim for SOCSO & KWSP
- Prepared show cause letter
- Prepared a memos and notices to problem employees
- Payroll salary
- Settle documentation & renew license premises

Accomplishment:

- Handle promotion staff
- Create new performance appraisal



Hospital Sultan Abdul Halim (June-September 2015)

Position : HR & Procurement (Industrial Training)

Job Description:

- Handle to payroll and allowance doctor and nursing.
- Helps supervisor to handle training for nursing.
- Helping employees develop their personal and organizational skills, knowledge, and abilities.

Accomplishment:

- Brainstorm with HR department to manage jamuan hari raya
- Help the procurement and asset hospital to achieved KPI for register all asset hospital.

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Merdeka Beach Resort (September-disember 2015)

Position : Food & Beverage Executive

Job Description:

- Manage & set up plan for f&b department
- Giving training for new staff
- Set operation plan for quarterly event

Accomplishment:

- Achieved target to set up plan and outdoor business café and bistro
- Help management to giving in house training.



TAJ International College (March- Present 2016)

Position: HR & Admin Executive

Job Description:

- Manage new branch in Sungai Petani
- Help Asistant Manager to create networking in ministry for get funding
- Documentation and filling
- Writing proposal tu Collobarate with IPTA to endorse MoU with TIC
- Tutor @ partime lecture in TIC

Accomplishment:

- Get funding project from LKIM, Peladang, Felda collobartion with college
- Get collobration with UPM and UNIMAS to sign MoU to join venture TIC

REFERENCES

MAZLAN BIN KASSIM

MANAGER,
FEDERAL OF MALAYSIAN MANUFACTURERS FMM
INSTITUTE
KEDAH/PERLIS BRANCH
NO.2,LORONGBLM ¼, BANDAR LAGUNA MERBOK KEDAH
TELEFON 6016-222 6154

TINA BINTI DATO TAJUDDIN

CEO,
TAJ INTERNATIONAL COLLEGE
100-102 JLN TUN ABDUL RAZAK
03000 IPOH, PERAK
TELEFON: 05-528 6666

