

# ***CURRICULUM VITAE***



**MOHAMMAD FARDHIRUL ADELLAH BIN ROSLI**

**016-8830115**

**mohdfardhiruladellah@gmail.com**

## ***PERSONAL PARTICULAR***

Address : Lot 381, Jalan Anting 1, Jalan Pujut 1, 98000 Miri, Sarawak.

D.O.B : 25<sup>th</sup> December 1993

Marital Status : Single

## ***EDUCATION BACKGROUND***

1. **Bachelor of Administrative Science (Hons.)**, University Teknologi MARA (UiTM), 2014-2016  
**CGPA: 3.27/4.00**
2. **Diploma in Public Administration**, Universiti Teknologi MARA (UiTM), 2011-2013  
**CGPA: 3.00/4.00**

## ***PROFESSIONAL EXPERIENCE***

### **BANK KERJASAMA RAKYAT MALAYSIA BHD**

Bank Rakyat Sales & Marketing Training Program for Graduates(BR-SMART), April 2016 - April 2017.

#### **Word Description:**

- Perform the task of marketing and sales financing products and services of the Bank.
- Ensure that sales targets set for Personal Financing, wills and other incentive-based product sales / commission.

## **INTERNSHIP**

Miri District Office, July 2015 – September 2015 (8 weeks)

### **Work Description:**

- Assisting counter service and files management in office such as Letter of Administration registration, Adoption, and e-Kasih.
- Involve in event such as:
  - Marching for 58<sup>th</sup> Malaysia National Day celebrations on August 2015 and TYT Yang Di-Pertua Negeri Sarawak's Birthday on September 2015.

## ***EXTRA CURRICULAR ACTIVITIES***

- **Participant** of History Essay Writing Workshop organized by Malaysian Historical Society - 2012
- **Participant** of Students Transformation Program organized by Biro Tatanegara Jabatan Perdana Menteri - 2015
- **Presenter** of 8<sup>th</sup> International Conference of Islamic Borneo (KAIB VIII) at Universiti Islam Sultan Sharif Ali (UNISSA), Negara Brunei Darussalam - 2015

## ***AWARD AND ACHIEVEMENT***

### **Degree Level:**

- Dean's Award for outstanding academic performance (2015)
- Champion FSPP Cup Futsal Tournament – 2015
- 1<sup>st</sup> runner-up Serapi Cup Futsal Tournament – 2015
- 2<sup>nd</sup> runner up Convocation Festival Futsal Tournament -2015

## ***LANGUAGE PROFICIENCY***

- Bahasa Melayu – native language; read and write with high proficiency
- English – speak fluently and read/write with high proficiency
- Arabic – speak, read and write with basic competency

## ***ADDITIONAL TECHNICAL SKILLS***

- High proficiency in computer skill (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project, SPSS Statistics, Adobe Photoshop)

## ***PERSONAL STRENGTH***

In terms of my personality, I believe that my enthusiasm to overcome any problems occur analytically and creatively might give a lot of benefits to others. Moreover, I am able to interact and communicate effectively and professionally with other people. I am also able to lead and motivate others as my leadership ability had been proven through my experience in university. For my work etiquette, I am able to produce documents, reports and correspondences which are clear and concise in time. Besides, I am able to work with minimum supervision and contribute in a team environment. Lastly, I am willing to learn from experience personnel to improve my skills and knowledge in administrative and management.

## ***ADDITIONAL INFORMATION***

Expected Salary : RM 3500.00/month

Driving License : B2 and D

## ***ACADEMIC REFEREES***

Name : Noorfadhleen binti Mahmud  
Position : Lecturer (Academic Advisor and Project Supervisor)  
Faculty : Faculty of Administrative Science and Policy Studies  
Tel No : 019-4991835 (HP), 082-677385 (Office)  
Email : Fadhleen23@sarawak.uitm.edu.my

Name : Hajjah Sharifah Rafidah Bt Wan Razali  
Position : Assistant District Officer  
Department : Miri District Office  
Tel No : 085-414394 (Office)  
Email : sharirwr@sarawak.gov.my