



AZIZI MOHD ZAIN

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019-4016682 | azizizain.mohd@gmail.com

My objective is to be associated with a company where I can utilize all my skills and gain further experience while enhancing the company's productivity.

ABOUT ME

Age : 27 years
Marital Status : Single
Date of Birth : 21-Oct-90
IC No. : 901021-08-5161
Nationality : Malaysian
Gender : Male
Willing to Travel : Yes

SKILLS

<div></div>	Mic. Words
<div></div>	Mic. Excel
<div></div>	Mic. Power Point
<div></div>	Mic. Access
<div></div>	Opera (ORS)

STRENGTHS

- Very Proficient in English
- Strong Communication Skills
- Strong Interpersonal Skills
- Passionate in Customer Service
- Highly Motivated and Optimistic
- Accurate and Specific
- Team Player
- Willing to Learn
- Extremely Hardworking
- Creative Thinker

LANGUAGE

<div></div>	English
<div></div>	Bahasa Malaysia
<div></div>	Arabic

WORKING EXPERIENCE

SWISS INN HOTEL, SUNGAI PETANI

Admin Assistant in F&B Department (Trainee)

May – July 2011

- Assisted to prepare monthly report and budgetary for operation and management department.
- Administered staffs in department – make sure staffs perform the best on their daily basis to maximize the productivity.
- Managed financial and accounts for operation department.

ASSYIFA' INSTITUTE OF ALLIED HEALTH AND SCIENCES (ASIAHS), TAIPING

Marketing Executive (Trainee)

June – August 2012

- Assisted to create marketing strategy and to market ASIAHS's product to the target customer.
- Analysed business activities that can increase financial sources for ASIAHS.
 - Assisted to work coherently by improving time-management skills and working with a wide variety of people.
- Administered the exam unit and in charge as the Head of Invigilator for the examination.

SMK ABU BAKAR AL-BAQIR, TAIPING

Temporary Teacher (Business Study, Principles of Accounting)

Jan 2014 – Apr 2014

- Served as a substitute lecturer and teacher for Pre-University and Form 5 students under the Ministry of Education (MOE).
- Planning and preparing courses and lessons for teaching materials.
- Performed other positions such as the Committee Head of Business Study, Vice President of STPM Academic Management, Head Teacher of Student's Representative Council and Head Teacher of School Youth Cadet Corps.

Thesis Proofreader (Freelance)

Jan 2015 – July 2016

- Offered a proofreading service for undergraduate (Diploma, Degree) and postgraduate (Master Degree, PhD) students on thesis and journal articles.
- Improvised spelling, punctuation, grammar and ensuring consistency for the whole thesis.
 - Provided consultation throughout the proofreading process to fulfill students' thesis requirements from time to time.

Food Entrepreneur

May 2015 – March 2017

- Offered a huge variety of home-made foods and desserts to customers including cakes, cookies, pies and tarts.
- Developed a relationship with the customers by providing the best quality foods.
- Controlled inventory of food on a weekly basis to minimize raw material costs.
- Created marketing strategies to track existing and new customers.

EDUCATION

B.B. (Hons) (International Business)

Sept 2013

University of Malaysia Perlis (UniMAP)

CGPA : 3.02

Sijil Tinggi Pelajaran Malaysia (STPM)

Dec 2009

Smk Mudzaffar Shah, Taiping, Perak

Majoring in Business Study and Economics

Sijil Pelajaran Malaysia (SPM)

Dec 2007

Smk Mudzaffar Shah, Taiping, Perak

Science Stream

LEADERSHIP SKILLS

Passed the 2013th Customs Entrepreneurship Logistics Agent Examination

2013

Participant, Malaysia's 2012th PNB Investment Quiz (University State)

2012

Participant, 2009th ASEAN Quiz under Department of Information Malaysia in collaboration

2009

with Ministry of Education Malaysia and ASEAN-COCI Malaysia

Champion, Pre-University Anti-Corruption Debate Competition

2009

First Runner Up, Royal Cup Debate Competition (English Category)

2008

Treasurer, Nature Society

2008-2009

Treasurer, Form 6 Society

2008-2009

Treasurer, Library Prefects Society

2008-2009

Assistant Treasurer, School Youth Cadet Corps

2008-2009

Winner, Co-Curricular Leadership Award (2 years consecutively)

2007&2008

Board of Prefects

2006-2007

Board of Library Prefects

2008-2009

School English Debater, Royal Cup (Champion for 2 years consecutively)

2006&2008

Board of English Drama Team (Champion for 5 years consecutively)

2003-2008

Vice President, Malay Language Society

2001-2002

RELEVANT COURSES COMPLETED

- **Final Year Project (B.B. (Hons) (International Business):** The Impact of Cultural Diversification in Higher Education Institutions towards Expatriates' Working Performance: Northern Region of Malaysia's Perspective. Succeeded to get A for Final Year Project.
- Won the **Poster Award during 2013th International Conference on Business Innovation Entrepreneurship and Engineering (ICOBIEE 2013)**
- Attended the **2013th Customs Entrepreneurship Logistics Agent Course**. Passed the examination with excellent result.
- Attended the **Business Without Corruption Program** organized by Suruhanjaya Pencegahan Rasuah Malaysia. Played role as secretariat.
- **Final Year Group Project (BFT 335: International Business Environment):** Organized an event "Exposure towards the Business Environment". Played role as Secretary II for the event.
- Attended **2010th Intellectual Property Right Seminar** organized by Intellectual Property & Patent Corporation of Malaysia.

PUBLICATIONS

Mohd Zain, A., & Mohd Yusof, B. (2014). The Effect of Cultural Diversification on Working Performance of Expatriates in the Higher Learning Institutions.

REFERENCE

Name : Mr. Raziff bin Jamaluddin
Telephone : 04-9797704
Email : raziff@unimap.edu.my
Position : Program Chairman School of Business Innovation & Technopreneurship, UniMap
Company : University of Malaysia, Perlis
Relationship : Program's Supervisor, Lecturer

Name : Madam Bibi Noraini Binti Mohd. Yusuf
Telephone : 04-9797706
Email : bibinoraini@unimap.edu.my
Position : Course Coordinator for International Business, UniMap
Company : University of Malaysia, Perlis
Relationship : Program's Chairperson (International Business Program)

Name : Mr. Abdul Kamal bin Tahir
Telephone : 05-8089277
Position : President of Assyifa' Institute of Allied Health and Sciences (ASIAHS)
Company : Assyifa' Institute of Allied Health and Sciences (ASIAHS)
Relationship : Former Employer

Name : Tuan Haji Abd Wahid Bin Ramli
Telephone : 05-7161302
Email : ppdkerian@ppdkerian.edu.my
Position : District Education Officer
Company : Kerian District Education Office
Relationship : Former Employer