

# AHMAD SYAUQIE BIN BADRUL HISHAM

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### Permanent Address:

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***“Application for job in a well- establishes company in order to gain experience in the working environment, as well as to gain self- development and motivation.”***

## EDUCATIONAL BACKGROUND

### Highest Education

|                     |   |
|---------------------|---|
| Year                | : 2016 – 2016   |
| Level               | : Training  |
| Field of Study      | : Marketing Branding and Advertising                                  |
| Name of Institution | : Khazanah Nasional Berhad (Zubedy)                                   |
| On Job Training     | : Naza Coverage Sdn Bhd   |
| Year                | : 2014 - 2015   |
| Level               | : Bachelor Degree   |
| Field of Study      | : Bachelor in Business Administration (Hons) Office System Management |
| Name of Institution | : Universiti Teknologi Mara, Kampus Puncak Alam                       |
| Current CGPA        | : 3.27/4.00   |
| Internship          | : Telekom Malaysia Berhad (Division Sourcing Management)              |
| Year                | : 2011 - 2013   |
| Level               | : Diploma   |
| Field of Study      | : Diploma in Business Administration (Hons) Office Management         |
| Name of Institution | : Universiti Teknologi Mara, Kampus Kedah                             |
| Current CGPA        | : 3.09/4.00   |

## CORE COMPETENCIES/TECHNICAL SKILLS

(SKILL PROFICIENCY: Advanced – Highly experienced; Intermediate – Familiar with all the basic functionalities; Beginner – Just started using or learning)

| SKILL                 | YEARS | PROFICIENCY  |
|-----------------------|-------|--------------|
| Microsoft Word        | >5    | Advanced     |
| Microsoft Power Point | >5    | Advanced     |
| Microsoft Excel       | >4    | Intermediate |
| Microsoft Publisher   | >4    | Intermediate |
| Microsoft Access      | >4    | Intermediate |
| Microsoft Project     | >5    | Advanced     |
| Microsoft Movie Maker | >5    | Advanced     |
| Adobe Photoshop       | >3    | Intermediate |
| Sketch Up             | >4    | Intermediate |

## CO-CURRICULAR ACTIVITIES

|           |   |   |
|-----------|---|---|
| 2016      | : | Naza Coverage Team Building                           |
| 2016      | : | Sport Day LPPKN 50 Years                              |
| 2015      | : | Promoter SLIM 7.0 programme (Telekom Malaysia)        |
| 2014      | : | Assistant Manager event 'Melangkah ke Alam Remaja'    |
| 2011-2013 | : | Member of Kesatria Negara, UiTM, Kedah (Ko-kurikulum) |
| 2011-2012 | : | Academic and Entrepreneurial Executive Council        |
| 2012      | : | Committee member of 'Inspirasi Gaya dan Imej' Seminar |
| 2012      | : | Committee member of Mandarin Dikir Barat, UiTM, Kedah |

## PROFESSIONAL EXPERIENCES

|                     |   |  |
|---------------------|---|--|
| EMPLOYER            | : | NAZA COVERAGE SDN. BHD.  |
| DIVISION/DEPARTMENT | : | Marketing  |
| POSITION            | : | Telemarketer – AUGUST 2016 – DECEMBER 2016   |
| JOB DESCRIPTION     | : | Renew insurance vehicle for customer besides be a customer service.                                |
| EMPLOYER            | : | LEMBAGA PENDUDUK DAN PEMBANGUNAN KELUARGA NEGARA   |
| DIVISION/DEPARTMENT | : | Internal Audit Unit  |
| POSITION            | : | Assistant of Auditor – MARCH 2016 – JUNE 2016  |
| JOB DESCRIPTION     | : | Accountability auditor at each LPPKN State in Malaysia.  |
| EMPLOYER            | : | MENARA TELEKOM MALAYSIA BERHAD, KUALA LUMPUR   |
| DIVISION/DEPARTMENT | : | Human Resource Management Department   |
| POSITION            | : | Internship Trainee - AUGUST 2015-NOVEMBER 2015   |
| JOB DESCRIPTION     | : | Responsible in completing the work that have been given by the supervisor of the department.       |
| EMPLOYER            | : | SEKOLAH RENDAH AGAMA PARIT TOK NGAH, PERAK   |
| DIVISION/DEPARTMENT | : | Education  |
| POSITION            | : | Teacher - JANUARY 2014 - MARCH 2014  |
| JOB DESCRIPTION     | : | Teach and share religious knowledge with students besides educate them be more discipline in life. |

## EXPECTED SALARY

EXPECTED SALARY : RM 1, 900 – RM 2, 500

## REFERENCES

| <b>PUAN NOR AFNI</b>   | <b>PUAN NURUL FAUZILAH</b>       | <b>DATIN JOHARIAH</b>        | <b>ENCIK ALIF NIZAM</b> |
|------------------------|----------------------------------|------------------------------|-------------------------|
| Lecturer,              | Administrative Assistant,        | Head of Internal Audit Unit, | Marketing Executive,    |
| Research Division      | Human Resource Division          | Internal Audit Division      | Operation Division,     |
| UiTM Puncak Alam       | Telekom Malaysia Berhad          | LPPKN                        | Naza Coverage Sdn Bhd   |
| (Academic Supervisor)  | (Industrial Training Supervisor) | (Audit Supervisor)           | (Training Supervisor)   |
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