

MUHAMMAD FADZLI BIN RUZAINI

85A Kampung GunungSali,Mukim Mergong, 05150 AlorSetar Kedah

Mobile Number: 0174302318 **Email:**fazlyruzaini2318@gmail.com

Dear Human Recourses,

I am writing this letter to applying any job vacancy that suitable based on my study in Diploma in Health care management and experience. I have a particular interest in working for Your company and would appreciate being considered as a candidate for employment.

I have almost 2 years working experience at HR & Admin part I Have Basic Payroll System (UBS). My previous position as HR & Admin Senior clerk, My skills set include communication skills and Management skills and times. I have Diploma in Health Care Management. My Strength is good in developing interpersonal skills and responsibilities. I am hard working and dependable with a variety of skills and common sense.

Enclosed in my resume. I hope it will be helpful in evaluating my qualification for a position.

Please feel free to contact me at your earliest convenience to arrange for an interview. I look forward from you.

Thank for your time and consideration

Sincerely,

(Muhammad Fadzli Bin Ruzaini)

MUHAMMAD FADZLI BIN RUZAINI

85A Kampung Gunung Sali, Mukim Mergong, 05150,

AlorSetar Kedah

Mobile Number: +60174302318 **Email:** fazlyruzaini2318@gmail.com



OBJECTIVES

To develop a career by utilizing my qualifications, knowledge and experiences. To do my best to serve the company's needs. To be a professional. Able to work individually and as a team member. To have a "hands on" position in a result orientated and dynamic organization. Able to explore and express my abilities and further my potential.

PERSONAL DETAIL

Gender` : Male

Date of birth : 23 May 1993

Place of birth : Kampung Gunung Sali, AlorSetar Kedah.

Marital status : Single

Race : Malay

Religion : Muslim

ACADEMIC QUALIFICATIONS

Higher Education

Qualification : Diploma in Healthcare Management

Field of Study : Medical

Major : Management

Institute / University : Windfield International College

CGPA / Grade : 3.39

Year of graduated :19 December 2014

Scope of studies **Anatomy & Physiology DHC 203, Introduction to Environment Health DHC 204, Basic Microbiology DHC 205, Introduction to Healthcare DHC 401, Medical Ethic DHC 207, Introduction to Pharmacology DHC 210, Communication and Supportive Skill DHC 406, Health Safety DHC 309, Health and Social Care Services Provision DHC 208, Basic Immunology DHC 211, Life Span Development DHC 414, Healthcare Accounting DHC 316, Medical Office Management DHC 313, Management of Medical Inventory DHC 212, Current Issue In Health DHC 415, Behavioral Science DHC 402, Health Issues For Specific Group DHC 420, Health Promotion DHC 418, Healthcare Human Resource DHC 419, Business Communication DHC 417, BiostatisticsDHC 221, English For Healthcare DHC 322, Healthcare Marketing DHC 423, Epidemiology DHC 424, Healthcare Management Information System DHC 425, Risk Management DHC 426, Professional Development DHC 230, Computer Skills DHC331, Healthcare Waste Management DHC328, Ward And Lab Management DHC427.**

Second Higher Education

Qualification : Sijil Pelajaran Malaysia (SPM)
School : Sekolah Menengah Kebangsaan Mergong
Grade : 1B 5C
Year of graduated : 2010

Third Higher Education

Qualification : Penilaian Menengah Rendah (PMR)
School : Sekolah Menengah Kebangsaan Mergong
Grade : 2C 5D 1E
Year of graduated : 2008

PROFESSIONAL EXPERIENCES

Company Name : Restoran Salsabil (UTARA) Sdn Bhd (Alor Setar)
Working Period : July 2017- Now
Position Title : HR & Admin Executive
Salary : RM 1300 basic
Job Discrepancies : (Contract)

Responsibilities:

1. To arrange the payment of staff salaries through cash money or transfer bank.
2. Provide administrative support to Human Resources department of the organization including transfer, promotion and confirmation and Resignation by provide the acceptance of resignation.
3. Prepare SOP and Job Scope.
4. Handling Interview
5. Preparing Punch Card for New Staff Coming.
6. Keep records of candidate interviews.
7. Maintain the internal staff information update.
8. Other task as assigned

Company Name : Bolton Vision Care Sdn Bhd (Bolton Optical Group) Kuala Lumpur

Working Period : March 2016- June 2017

Position Title : HR & Admin Senior Clerk

Salary : RM 1770 basic

Job Discrepancies : (Permanent)

Responsibilities:

1. To arrange the payment of staff salaries through the computerized payroll system (AmBank autopay) for associated companies.
2. Provide administrative support to Human Resources department of the organization including transfer, promotion and confirmation and Resignation by provide the acceptance of resignation.
3. Preparing Access Card and Punch Card for New Staff Coming.

4. Prepared Payment for Government Site (**SOSCO, EPF, and LHDN**).
5. Prepared Commission and Incentive Outlet Every Months.
6. Keep records of candidate interviews and report them to Human Resource & Admin Executive.
7. Maintain the internal staff information update and Employee Assessment Form.
8. Handling and ordering stationeries for Head Quarters and Outlets.
9. Other task as assigned

Company Name : Canon Electronic Malaysia (Prai, Penang)

Working Period : April 2015 – Feb 2016

Position Title : Warehouse Issue Operator

Salary : RM 900 basic

Job Discrepancies : (Temporary)

Responsibilities:

- 1) Receive item part from supplier and check item must be same with the DO
- 2) Storage the item need follow the FIFO
- 3) Prepare and issue part to production and Sub Company
- 4) Every weekly must be check the physical stock

- 1) set up for events, carry trays, serve guests, and clean up at the event's conclusion
- 2) Arranging table placement and putting up a buffet.
- 3) must be able to focus on the job while staying on their feet and moving about freely

LANGUAGE

Spoken : English and Bahasa Malaysia

Read and Write: English and Bahasa Malaysia.

IT SKILLS ACQUIRED

(**Proficiency:** **Advanced** – Highly Experienced; **Intermediate** – Familiar with all basic functionalities; **Basic** – Just started using or learning the skill)

Skill	Basic	Intermediate	Advanced
Microsoft Word			✓
Microsoft Excel			✓
Microsoft Power Point		✓	
Microsoft Outlook			✓
Microsoft Publisher		✓	
Adobe Photoshop		✓	

COMUNICATION SKILLS

(**Proficiency:** **Advanced** – Highly Experienced; **Intermediate** – Familiar with all basic functionalities; **Basic** – Just started using or learning the skill)

Language	Written	Oral
English	Intermediate	Intermediate
Malay	Advanced	Advanced

CERTIFICATES AND INVOLVEMENTS

- 2003-2005 -Participation in perkhemahan Unit Beruniform 2003
 -Participation in Pertandingan Kuiz Penghayatan Disiplin Sekolah 2005
- 2009 -Participation in Programs Pembinaan Sahsiah
- 2011-2012 - Participation in 1st inter Cohort Academic quiz competition 2011
 -Participation in Orientation Week 2012(Facilitator)
- 2013 -Participation in Health Education and promotion programs
 -Participating in Research Epidemiology

WORK EXPECTATION

- Expected Monthly Salary** : RM1, 800 (Negotiable)
- Willing to Travel** : Yes
- Willing to Relocate** : Yes
- Possess own transport** : Yes
- License** : Yes (B2,D)
- Availability** : **Immediate Basis**

PERSONAL TRAITS AND ATTITUDE

- Work independently and give highly co-operations in the team
- Disciplined, dedicated and hardworking
- Passion for continuous learning and personal growth
- Highly motivated and drive with strong desire to excel

REFERENCES

Name: KH Lee

Position: Senior Sale Executive

Comapass Medical SdnBhd

Lot 5-1 Jalan 5/38D Tmn Sri Sinar
Segambut 51200 KL

[Tel:012-3405021](tel:012-3405021)

Email: khlee@compassmedical.com.my

Name: SitiKhadijahBintiKhairudin

Position: HR & Admin Executive

Bolton Visioncare Sdn Bhd

No 35 Jalan 8/146,

Bandar Tasik Selatan

Tel: 0192874342/0192508436

Email : hra_exec@bolton-group.net