

RESUME



Career Objective: I would like to pursue a career in the professional environment offers challenging future and I wish to contribute my skill, knowledge's and experiences toward growing of your company.

PERSONAL PARTICULARS

Name	: Abdul Adzim Bin Uzair
Ic	: 930123-02-5867
Gender	: Male
Date of Birth	: 23 January 1993
Age	: 24 Years
Religion	: Muslim
Race	: Malay
Status	: Single
Nationality	: Malaysian
Driving License	: B2, D
Address	: No 21, Kampung Mak Liah, Mukim Bongor, 09100, Baling, Kedah Darul Aman
Contact Number	: 013-4145517
Email Address	: abduladzim_adzim@yahoo.com

EDUCATION

Level : Degree
 Name of Institute : Universiti Utara Malaysia (UUM)
 Years : 2013 – 2016
 Course : Public Management
 CGPA : 3.30

Level : STPM
 Name of Institute : Sek. Men Kebangsaan Baling
 Years : 2012
 Result : 2A 1A- 1B+
 CGPA : 3.75

Level : SPM
 Name of Institute : Sek. Men Kebangsaan Baling
 Years : 2010
 Result : 3A 2B 4D 1E

Level : PMR
 Name of Institute : Sek. Men Kebangsaan Baling
 Years : 2008
 Result : 2A 5B 1C

WRITING RESEARCH (TESIS)

The writing research is about The Impact of Leadership to a National Administration and Development: Research about The Sixth Prime Minister

CURRICULUM ACTIVITIES

- Exco of Public Management Association 2014-2015
- Chairman of Public Speaking in Co-Curriculum
- Bureau of Nasyid Club in PBS UUM 2013-2014
- Bureau Logistics and Technical of Public Speaking Co-Curriculum
- School Prefect 2011-2012 (Bureau Multimedia)
- Involve in TNC Nasyid Competition
- Involve in Sukan Sepaktakraw in SUKUUM Competition
- Program Director for 'Let's Bowl under Public Management Society
- Secreteriat of Graduate Character Building
- Secreteriat and Facilitator 'Program Motivasi Sahsiah Mencerminkan Kecemerlangan Diri'
- Registration Bureau for 'Lawatan Akademik Pelajar Indonesia ke Universiti Utara Malaysia'
- Publicity Bureau for "Delegasi Ilmiah Universiti Sultan Zainal Abidin (UniSZA)'
- Publicity Bureau for 'Annual Grand Dinner BPM'

SKILLS/STRENGTHS

Skills

- Good in Malay Language and English Language in Speaking and Writing
- Microsoft Office skill
- Photoshop designing, Graphic editing and Video editing
- Familiar with IT components
- Skills to make decision in complex situation

Strengths

- Open-minded, good looking, Group Cooperation, brave and responsible
- Good Discipline and can work under pressure
- Courage, responsibility to do something
- Can lead a programme

JOB EXPERIENCE

Pejabat Daerah Baling

Baling, 09100 Baling Kedah D.A

Internship (September 2016- December 2016)

- Customer Service Counter Experience
- Involve in L.O writer and Presentation for projek PMR (Perumahan Mesra Rakyat)
- Skill in system File Management, Make Letter, Administrative Affairs, and Secteriat of meeting

REFERENCE

1. Pn Norlili Bt Khairuddin

Assistant District Officer (Administration)

Internship Supervisor at Pejabat Daerah Baling

Hp: 013-4233965

Office: 04-4701963

2. Pn Noor Shamilah Bt Misnan

Lecturer and Tesis Supervisor 2016

Universiti Utara Malaysia

Hp: 013-4928987