



PROFILE

NAME: FAHIM HADI BIN RAZALI
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IDENTITY CARD: 920812-07-5529
DATE OF BIRTH: 12 AUGUST 1992
AGE: 25
MARITAL STATUS: SINGLE



CONTACT ME



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COVER LETTER



To: UNIC ASTANA HOLIDAYS SDN BHD

Date: 27 March 2017

**UNIC Avenue B, No 5,
Arked Kayang, Kompleks MARA,
Jalan Penjara,
Pusat Bandar Kangar,
01000 Kangar,
Perlis, Malaysia**

Application for the position SL1M- Administrator

I am writing to apply for SL1M-Administrator position at your company. I have done some research about your company and I am attracted to your company's core business.

I am fresh graduate of Bachelor (Hons) in Human Resource Management at University Tenaga Nasional UNITEN, Muadzam Shah. Now I'm doing my internship at Kolej Matrikulasi Pulau Pinang (KMPP) as HR Administration and will end 12 May 2017.

My interpersonal and communication skill enable me to communicate with different kinds of people from different professions. Even though I have little work experience in this field. I believe my interest and high motivation will not disappoint you. I like challenges and your business field can be a great experiences. I believe I can work under pressure and will be fully committed to the job.

Enclosed is my resume for your consideration which provides additional information on my background, qualifications and achievements. I look forward to hear from you to arrange time for an interview at your convenience.

Thank you in advance for taking the time to look at my attached resume.

Yours faithfully

(FAHIM HADI BIN RAZALI)

Encl : Resume