



Muhammad Hafiz Bin Musa

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Education and Qualification

2013- 2017 : Ahmad Ibrahim Kulliyah of Laws , International Islamic University Malaysia

Bachelor of Laws (Honours) : 3.487

2011-2013 : Centre For Foundation Studies , International Islamic University Malaysia

Foundation in Laws : 3.307

2006-2010 : Sekolah Menengah Kebangsaan Bukit Rahman Putra, Sungai Buloh

Sijil Pelajaran Malaysia: 8As and 2Bs

Peperiksaan Menengah Rendah : 8As

2000-2005: Sekolah Kebangsaan Sungai Buloh, Selangor and Sekolah Rendah Agama Zahidiah.

Employment History

• **After Completion of Studies:**

Working Place : Raimy Fuaad Aqis

Period: 9 Months (From 6th April 2017 to 6th January 2018) (Will be called to bar in March 2018)

Position : Pupil in Chamber

Job scope : Assigned to assist senior legal associates in drafting legal documents and cause papers for banking litigation and civil litigation cases. Assigned to attend session of the court for case managements.

• **During Studies**

Working Place : Student Learning Enhancement Unit, International Islamic University Malaysia

Period : September 2015 to January 2017

Position : Tutor for Law subjects (Land Law I and Criminal Law II (Sem 1,2015/2016), Equity &Trust 1 (Sem 2, 2015/2016) and Equity & Trust II and Company Law II (Sem 1, 16/17))

Jobscope: Assigned to prepare and facilitate tutoring academics support sessions and assigned to review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.

Working Place : Jabatan Perangkaan Negeri Selangor

Period : 3 months (July 2016 to September 2016)

Position : Statistical Asisstant (E17) (PSH)

Jobscope :Assigned to assist the statistical officer in collection of datas and to conduct surveys.

Working Place : Attached to KHM Food Industries Sdn Bhd for SME Internship Program

Period : 3 Months (March 2015 to June 2015)

Position: Junior Consultant

Working Place : Mahkamah Rendah Syariah Gombak Barat , Selangor

Period : 3 months (June 2015 to September 2015)

Position : Internship Student (Law Attachment Programs)

Working Place : Jabatan Perangkaan Negeri Selangor

Period : 3 months (July 2014 to September 2014)

Position : Statistical Asisstant (E17)

Jobscope :Assigned to assist the statistical officer in collection of datas and to conduct surveys.

Language Proficiency and Skills

Speaking Proficiency : Bahasa Malaysia (Excellent), English (Excellent).

Writing Proficiency : Bahasa Malaysia (Excellent), English (Excellent).

Computer Skill : Microsoft Office (Microsoft Words, Microsoft Powerpoint,etc
Internet Explorer, & Google Chrome, Prezi

Research Skill : Lexis Nexis, Lawnet, CLJLaw, OPAC, Cases & Journals

Special Skills : Khat Nasakh, Khat Kufi, Khat Thuluth, Khat Diwani, Gamelan

Good communication skill

Prioritizing tasks to meet deadlines

Curricular Activities and Participation

2017

1. Volunteered for 29th SEA GAMES Kuala Lumpur 2017- Assigned under Arrival and Departure Team.
2. Volunteered for The Running Dead Run 2017- Assigned under stage management team.
3. Participated in various runs- Peace Road Run 2017 and Hari Alam Sekitar Negara 2017.
4. Attended seminar organised by Selangor Bar
 - Preparation for Trial and Issues Arising During Trial
 - Right of Muslim Women After Divorce
 - Evidence in the Digital Era
 - Differences Between Islamic Wills and Non-Islamic Wills.

2016

1. Head of Team of Trainer , Gamelan Gema Gangsa Performer for International Muslim Women Summit 2016
2. Head of Special Task, Art Market COD 2016
3. Participated in Kem Pengguna Siswa Kuala Lumpur Performer for IIUM 35th Convocation 2016
4. Participated in Aikol Running Man 2016

- **2015**
 1. Participated in SME Internship National Competition 2015
 2. Participated in Seminar Francais Siswa 2015
 3. Participated in Aikol Festival 2015
 4. Participant, Aikol Zombie Run 2015
 5. Performed for Malam Citra Budaya 2015
- **2014**
 1. Committee, Aikol Festival 2014
 2. Participated in Citra Recital 1.0, 2.0 and 3.0 Committee, The Colours of Life (CiTRA Open 2014)
- **2013**
 1. Nusantara week, WAMY Production (Tears of Pasir Salak)
 2. Committee, 29TH IIUM Convocation Fiesta 2013
 3. Participated in Internal Client Counseling Competition 2013

Achievements

No.	ACTIVITIES	YEAR	ACHIEVEMENTS
1.	Internal Franchise Competition	2015	Champion
2.	SME Internship Program 2015	2015	Champion
3.	Internal Client Counseling Competition 2013	2013	Second Runner Up
4.	Aikol Running Man	2015	First Runner up

KULLIYYAH

1.	Semester 1 2014/2015	Dean's Lists
2.	Semester 2 2014/2015	Deans's Lists

Referees:

- Professor Dr. Najibah Mohd Zin
Lecturer at Ahmad Ibrahim Kulliyyah of Laws
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Phone : +60361964209
- En. Mohd Najib Bin Yusoff
Statistical Officer at Statistic Department Malaysia
Phone : +6013 2020308
- En. Azhar Bin Jalaludin
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