



# SYAZWANI ARZMI



## ABOUT ME

A fresh graduate from Universiti Malaysia Pahang in Bachelor of Project Management (Hons.)

To obtain an opportunity in Management Fields that I can contribute toward the advancement of the company while utilizing my knowledge and my experience.



## EDUCATION

### Universiti Malaysia Pahang / 2013-2017

Bachelor of Project Management (Honors)  
CGPA 3.31 (Second Class (Upper))

### Politeknik Mukah Sarawak / 2009-2012

Diploma in Civil Engineering  
CGPA 3.30



## EXPERIENCES

### Administrative Executive

Asia Consultants & Training Services Sdn Bhd Oct 2017 -Dec 2017

- Responsible in CIDB Green Card class registration and renewal
- Responsible in administration duties include timekeeping information, ensure the employees are paid accurately on time, filing, updating documents and report

### Trainee (Bachelor Degree)

Bintulu Port Holdings Berhad Feb 2017 -July 2017

- Doing the research on customer's Market
- Assist on Conducting Customers survey

### Site Clerk

Hong Wei Holdings Berhad Nov 2012-May 2013

- Serves as management onsite representative
- Dealing with all on site documentation

### Clerk

Huashin Electrical Services Jun 2012-July 2012

- Keeps record and maintain inventory control
- Plans and perform work that include in procurement

### Trainee (Diploma)

Juara Beetuah Sdn Bhd Nov 2010-April 2011

- Monitoring Construction work in Site
- Doing administration duties



## CONTACT INFORMATION



01139824129



syazwaniarzmi91@gmail.com



No 118 Kampung Jepak, 97000 Bintulu.



## PROFESSIONAL SKILL

Microsoft Words	<div><div></div></div>
Microsoft Excel	<div><div></div></div>
Microsoft Powerpoint	<div><div></div></div>
Microsoft Project	<div><div></div></div>



## CURRICULAR ACTIVITIES

Exco for Safety Act Programme /2016

UMP Flood Volunteer

Treasurer of Project Management Student Branch Club/2014-2015

Vice Treasurer of Sekretariat Pencegahan Rasuah UMP/2013-2014

Secretary of Minggu Mesra Siswi KK3 UMP/2014

Exco of Civil Engineering PMU Club /Session July 2009 & July 2010

Librarian of SM Teknik Bintulu/2007-2008



## LANGUAGE



Bahasa Malaysia



English



## ADDITIONAL INFORMATION

**Expected Salary: RM 2500 (Negotiable)**

**Willing To Travel: Yes**



## REFEREES

### Mr. Hamzah Bin Zainuddin

Lecturer  
Faculty of Industrial Management, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan Pahang.

095492282

hamzahzainuddin@ump.edu.my

### Mrs. Esther Lu Noi Yan

Manager of Marketing and Customer Services Department  
Bintulu Port Holdings Berhad, P O Box 996, 97008  
Bintulu Sarawak

086291231

Estherlu@bintuluport.com.my