

AZIZI MOHD ZAIN

No: 34 Kg Baru Balik Bukit, Jalan Kerian, 34020 Taiping Perak. 019-4016682 I azizizain.mohd@gmail.com

My objective is to be assosiated with a company where I can utilize all my skills and gain further experience while enhancing the company's productivity.

ABOUT ME

Age : 27 years

Marital Status : Single

Date of Birth : 21-Oct-90

IC No. : 901021-08-5161

Nationality : Malaysian

Gender : Male

Willing to Travel : Yes

WORKING EXPERIENCE

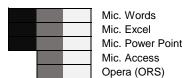
SWISS INN HOTEL, SUNGAI PETANI

Admin Assistant in F&B Department (Trainee)

May - July 2011

- Assisted to prepare monthly report and budgetary for operation and management department.
- Administered staffs in department make sure staffs perform the best on their daily basis to maximize the productivity.
 - Managed financial and accounts for operation department.

SKILLS



ASSYIFA' INSTITUTE OF ALLIED HEALTH AND SCIENCES (ASIAHS), TAIPING Marketing Executive (Trainee) June – August 2012

- Assisted to create marketing strategy and to market ASIAHS's product to the target customer.
- Analysed business activities that can increase financial sources for ASIAHS.
 - Assisted to work coherently by improving time-management skills and working with a wide variety of people.
- Administered the exam unit and in charge as the Head of Invigilator for the examination.

STRENGTHS

- Very Proficient in English
- Strong Communication Skills
- Strong Interpersonal Skills
- · Passionate in Customer Service
- Highly Motivated and Optimistic
- · Accurate and Specific
- Team Player
- Willing to Learn
- · Extremely Hardworking
- Creative Thinker

SMK ABU BAKAR AL-BAQIR, TAIPING

Temporary Teacher (Business Study, Principles of Accounting)

Jan 2014 - Apr 2014

- Served as a substitute lecturer and teacher for Pre-University and Form 5 students under the Ministry of Education (MOE).
 - Planning and preparing courses and lessons for teaching materials.
 - Performed other positions such as the Committee Head of Business Study,
 Vice President of STPM Academic Management,

Head Teacher of Student's Representative Council and Head Teacher of School Youth Cadet Corps.

Thesis Proofreader (Freelance)

Jan 2015 - July 2016

LANGUAGE

English

Bahasa Malaysia

Arabic

- Offered a proofreading service for undergraduate (Diploma, Degree) and postgraduate (Master Degree, PhD) students on thesis and journal articles.
- Improvised spelling, punctuation, grammar and ensuring consistency for the whole thesis.
 - Provided consultation throughout the proofreading process to fulfill students' thesis requirements from time to time.

Food Entrepreneur

May 2015 - March 2017

- Offered a huge variety of home-made foods and desserts to customers including cakes, cookies, pies and tarts.
 - Developed a relationship with the customers by providing the best quality foods.
 - Controlled inventory of food on a weekly basis to minimize raw material costs.
 - · Created marketing strategies to track existing and new customers.

EDUCATION

B.B. (Hons) (International Business)

Sept 2013

University of Malaysia Perlis (UniMAP)

CGPA: 3.02

Sijil Tinggi Pelajaran Malaysia (STPM)

Dec 2009

Smk Mudzaffar Shah, Taiping, Perak Majoring in Business Study and Economics

Sijil Pelajaran Malaysia (SPM)

Dec 2007

Smk Mudzaffar Shah, Taiping, Perak

Science Stream

LEADERSHIP SKILLS

Passed the 2013 th Customs Entrepreneurship Logistics Agent Examination	2013
Participant, Malaysia's 2012 th PNB Investment Quiz (University State)	2012
Participant, 2009 th ASEAN Quiz under Department of Information Malaysia in collaboration	2009
with Ministry of Education Malaysia and ASEAN-COCI Malaysia	
Champion, Pre-University Anti-Corruption Debate Competition	2009
First Runner Up, Royal Cup Debate Competition (English Category)	2008
Treasurer, Nature Society	2008-2009
Treasurer, Form 6 Society	2008-2009
Treasurer, Library Prefects Society	2008-2009
Assistant Treasurer, School Youth Cadet Corps	2008-2009
Winner, Co-Curricular Leadership Award (2 years consecutively)	2007&2008
Board of Prefects	2006-2007
Board of Library Prefects	2008-2009
School English Debater, Royal Cup (Champion for 2 years consecutively)	2006&2008
Board of English Drama Team (Champion for 5 years consecutively)	2003-2008
Vice President, Malay Language Society	2001-2002

RELEVANT COURSES COMPLETED

- Final Year Project (B.B. (Hons) (International Business): The Impact of Cultural Diversification in Higher Education Institutions towards Expatriates' Working Performance: Northern Region of Malaysia's Perspective. Succeeded to get A for Final Year Project.
- Won the <u>Poster Award during 2013th International Conference on Business Innovation Entrepreneurship and Engineering</u> (ICOBIEE 2013)
- Attended the 2013th Customs Entrepreneurship Logistics Agent Course. Passed the examination with excellent result.
- Attended the <u>Business Without Corruption Program</u> organized by Suruhanjaya Pencegahan Rasuah Malaysia. Played role
 as secretariat.
- <u>Final Year Group Project (BFT 335: International Business Environment)</u>: Organized an event "Exposure towards the Business Environment". Played role as Secretary II for the event.
- Attended 2010th Intellectual Property Right Seminar organized by Intellectual Property & Patent Corporation of Malaysia.

PUBLICATIONS

Mohd Zain, A., & Mohd Yusof, B. (2014). The Effect of Cultural Diversification on Working Performance of Expatriates in the Higher Learning Institutions.

REFERENCE

Name : Mr. Raziff bin Jamaluddin

Telephone : 04-9797704

Email : raziff@unimap.edu.my

Position : Program Chairman School of Business Innovation & Technopreneurship, UniMap

Company : University of Malaysia, Perlis Relationship : Program's Supervisor, Lecturer

Name : Madam Bibi Noraini Binti Mohd. Yusuf

Telephone : 04-9797706

Email : bibinoraini@unimap.edu.my

Position : Course Coordinator for International Business, UniMap

Company : University of Malaysia, Perlis

Relationship : Program's Chairperson (International Business Program)

Name : Mr. Abdul Kamal bin Tahir

Telephone : 05-8089277

Position : President of Assyifa' Institute of Allied Health and Sciences (ASIAHS)

Company : Assyifa' Institute of Allied Health and Sciences (ASIAHS)

Relationship : Former Employer

Name : Tuan Haji Abd Wahid Bin Ramli

Telephone : 05-7161302

Email : ppdkerian@ppdkerian.edu.my
Position : District Education Officer
Company : Kerian District Education Office

Relationship : Former Employer