

MOHAMAD SYAFIQ BIN MOHAMAD RODI

Address: 149 MK 3 Sungai Rusa 11010 Balik Pulau, Pulau Pinang

Contact No.: +60189024194

Email: syafigrudy43@gmail.com



OBJECTIVE:

To succeed and responsible in professional career in challenging working environment where I will be able to utilize my strong organizational skills, education background, and ability to work well with people, which allow me to gain self-development and grow personally.

ACADEMIC BACKGROUND:

Tertiary : Bachelor of Business Administration (Hons) Human Resource Management
Universiti Teknologi Mara Pulau Pinang (UiTMPP)
3.04 (2013-2016)

Perlis Matriculation College, Malaysia (Accountancy)
3.33 (2012)
MUET BAND 2

Secondary : **SMK Seri Balik Pulau, Pulau Pinang**
6A, 2B, 1D, (2007-2011)

Primary : **Sekolah Kebangsaan Sungai Rusa**
3A, 2B (2000-2006)

SKILLS & STRENGTH

IT and Computer

- MS office, Word, Excel, PowerPoint,
- Google Sites
- Internet Application

Strength

- Negotiable skill dealing with people in any situation
- Hardworking and sense of responsibility
- Fast learner and willing to learn new skill and knowledge

- Good personal attitude and strong interpersonal
- Able to handle deadlines, work long hours and cope well with stress
- Independent

INTERESTS AND ACHIEVEMENTS

- Appointed as a trainer for “The Management of Sensitivity of Training” Program on 2015, UiTM Pulau Pinang.
- Participant of Festival Belia Putrajaya
- Participant of Perkhemahan Rekreasi dan Operasi Khidmat Masyarakat Kesatria Negara UiTM Pulau Pinang.
- Committee member of Pasukan Sukarelawan Siswa (PSS) UiTM Pulau Pinang.
- Football player for Faculty of Business Management.
- Represent Faculty of Business Management in Sepak Takraw for Sukan Antara Program UiTM Pulau Pinang.

WORK EXPERIENCE:

SMK Hamid Khan (May 2017 – end 24 November 2017)

Learning Support Specialist (SL1M Programme)

- Prepare a site module in online as virtual learning program for students.
- Collaborate with the teachers to get the information regarding all notes and activities.
- Prepare reports for being evaluated by the officer from Pejabat Pendidikan Daerah Timur Laut (PPDTL).
- Conduct a seminar for teachers in assisting them for created their own modules.

Priority Cargo Sdn. Bhd. (February 2017 – May 2017)

Customer Services Coordinator

- Handle clients’ documents for shipping cargo.
- Reports to the leader for the work flow.
- Arrange the transportation for the cargo to be send.
- Prepare the payment terms to be submitted to the finance.

MFF Construction Sdn. Bhd. (September 2016 – February 2017)

Site Clerk

- Handling documents such as the incoming and outgoing documents.
- Record all the documents in file and do the filing.
- Prepare a letter for approval or as been told by the project manager.
- Prepare the reports to be used in the meeting with the officers from Jabatan Kerja Raya (JKR) and others.

Widetech Manufacturing Sdn. Bhd. (May 2016 – June 2016)

Purchaser (Industrial trainee)

- Handled the documents regarding purchase order.
- Do the filing for the completed purchase.
- Deal with the buyer regarding with the quotation.

WORK RELATED REFEREES

- Name : Miss Syidah
- Relationship : HR – SL1M Programme (Talent Suites Sdn. Bhd.)
- Contact No. : 019-5460388

- Name : Mohamad Fu'ud Fadzin
- Relationship : Ex-Manager (MFF Construction Sdn. Bhd.)
- Contact No. : 012-4826900