

**PERSONAL DETAILS**

Full Name : Muhammad Ridzwan Bin Biskai
Date Of Births : 28 November 1992
Gender : Male
Religion : Bajau
Status : Single
Body Diameter: Height (158cm), Weight (55.6), BMI (22.1)
Address : D/A Adam Malik Biskai, Jabatan Laut Sabah, Jalan
Sepanggar, Teluk Salut 88450, KK, Kota Kinabalu Sabah.
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Email Address : **Ridzwanbiskai@gmail.com**

MY OBJECTIVES

- Looking for an organization where that can enhance knowledge, with professional skills and theoretical learnings to the dynamic and stable organization. In short term, want to get job and contribute in bringing the company growth. Long term want to achieve a higher position soon.
- Interested in any professional work management such as finances (GST) and human resources & admin departments especially in government.

EDUCATION BACKGROUNDS

1. University Malaysia Sabah ➡ Bachelor Degree in Planning & Development Economics
2. SMK Datuk Panglima Abdullah, Semporna (STPM) ➡ Economics.
3. SMK Datuk Panglima Abdullah, Semporna (SPM) ➡ Sciences and ICT.
4. SMK Datuk Panglima Abdullah, Semporna (PMR).

CURRICULUMS ACTIVITIES

1. Training under head of Human Resources Department, Felda Global Ventures (FGV), Lahad Datu 2016.
2. Program 'Refresh GST' with Procurement units FGVP 2016.
3. Joint Regional Complaints Unit (RCU), in scope Audited
4. Committee Member of 'Bengkel Penulisan Latihan Ilmiah (BPLI)', jointly organized by Economic Planning and Development Club (HE05).
5. Member of 'EPDEC Gathering HE05 2015' at Tanjung Aru, Sabah jointly organized by Economic Planning and Development Club (HE05).
6. Club (HE05) member of Karnival Program Keusahawanan 2015.
7. Member of 'Jelajah Francais 1Malaysia' Kolej Risda, Semporna 2013.

RESUME

8. Joint a Programme 'Business Incubation Awareness' Bengkel Penjanaan Idea (Siri 1) at Raintree Beach Resort, Tuaran, Sabah.
9. Joint of opening tournament UMS 'Sukan Kanu 2014' (ODEC)
10. Jobstreet Founder Prof. Adjunct Mark Chang Talk, Position: Participant.
11. Basic Safety Trainings (BST), PUSAT LATIHAN PELAUT DAGANG Sdn Bhd 2013.
12. Certificate Felcra Training & Consultancy 2013.
13. 'Pasukan Kadet Bersatu Malaysia (PKBM), Champion Parade Respect Cross Uniformed Units at SMK Datuk Panglima Abdullah, Semporna, 2011.
14. Recruit series 2/2011 1 week Camp, at SMK Datuk Panglima Abdullah, Semporna.
15. Champion Sports Contingent Semporna District Schools Sports Council (MSSDS), SMK Bugaya II, Semporna 2011.
15. Program Latihan Khidmat Negara 2010, Sandakan.

EXPERIENCES

1. Practicum in Felda, do it multitasking work HR and audit (***record payment & invoices and master data***).
2. Managed of Retail Shop, Koa Enterprise Sdn Bhd, Semporna.
3. Managed of Lee shop, Faculty of Business, Economic and Accountancy, UMS.
4. Head of Unit in Program Debat Economy UMS 2016.
5. Basic Safety Trainings (BST) from **MARINE DEPARTMENT MALAYSIA**.

MY SKILLS & STRENGTHS

1. Good communication in Malay & English language.
2. Advanced in completely multi-tasking work (**Accounting, Audited or GST**).
3. Excellent in handle meetings and doing presentation.
4. Can work under high pressure situation.
5. Able to outstation and traveller.
6. Basic Safety Trainings (BST) from Marine Department Malaysia.
7. Familiar, respect and faster.
8. Pro in used basic computer program SOP.
9. High Motivated Person and Discipline.

REFERENCES

1. Name : Assoc. Prof. Hj Dullah Bin Hj Mulok
Relationship : **Head of Program Economic Planning and Development**
Address : Faculty of Business, Economic and Accountancy, University Malaysia Sabah
Tel No. : 017-8199438
Email : dullah97@gmail.com
2. Name : Mohd Shahrizal Bin Mohd Salleh
Relationship : Supervisor
Position : **Head of Human Resources, Felda Global Ventures (FGV)**
Address : Pejabat Wilayah, Sahabat 16, Felda Lahad Datu, Zone Sabah.
Tel No. : 016-8311184
3. Name : Adam Malik Bin Biskai
Position : **Pegawai Jabatan Laut Sabah (JLS)**
Address : Jabatan Laut Sabah, Jalan Sepanggar 88450, KK, Kota Kinabalu, Sabah.
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