

CURRICULUM VITAE

MARWAN BIN JAAFFAR

Kampung Pida 1, Jalan Batas Sungai,

Megat Dewa,

06100 Kodiang,

Kedah Darul Aman.

Tel: 019-511 0821

Email: putramd90@gmail.com



CAREER OBJECTIVE

To find a job opportunity and position that will fully utilize my knowledge and skills and allow development of my abilities to their fullest potential. I do not mind to work from lower level and I am eager to learn new things and really passionate to build up my career in this dynamic industry.

PERSONAL DETAILS

Age	:	27
Identity Card No	:	901120-02-5711
Date of Birth	:	20 th November 1990
Nationality	:	Malaysian
Religion	:	Islam
Gender	:	Male
Personal Traits	:	Diligent, fast learner, well organized, good communication skills and strong work ethics.
Interest	:	Reading, drawing and business.

EDUCATION BACKGROUND

HIGHER EDUCATION

Year: 2010 - 2014

Universiti Utara Malaysia

Qualification: Bachelor of Counselling with Honours

Achievement: CGPA: 3.43

TERTIARY EDUCATION

Year: 2008 - 2009

SMK Megat Dewa

Qualification: Sijil Tinggi Pelajaran Malaysia

Achievement: CGPA: 2.83

SECONDARY EDUCATION

Year: 2003 - 2007

SMK Megat Dewa

Qualification: Sijil Pelajaran Malaysia

WORKING EXPERIENCE

1. Flextronics Technology (Penang) Sdn. Bhd. (April 2016 – Present)

Position: Production Operator

Responsibilities:

- Support daily production schedule.
- Ensure the quality of end products.
- Work hard to meet daily production target.
- Any other ad-hoc task assign by supervisor.

2. Muzium Negeri Kedah (Nov 2015 – Present)

Position: Part Time Explainer for 1001 Inventions Exhibition

Responsibilities:

- Provide explanation to visitors regarding the exhibition.
- Answering and entertain all the queries from visitors.
- Distribute brochure / flyers and do marketing to attract visitors.
- Maintain good PR with all visitors.

3. Restoran Titi Gajah Kepala Batas Alor Setar (Aug 2015 – Nov 2015)

Position: Part Time Waiter

Responsibilities:

- Take order from customer.
- Provide a good PR as a front liner.

4. Pasaraya Yawata Jitra, Kedah (April 2015 – July 2015)

Position: Part Time Promoter (Kiki Lala Shoes)

- Promote and answering all the queries from customers regarding the product.
- Manage stock in and out and prepare stock report.

5. Cinta Sayang Resort, Sungai Petani (2014 – 2015)

Position: Internal System Officer

Responsibilities:

- Control over the internal system for the company.
- Control over stock in and out.
- Assist in assets movement and write off.
- Involve in monthly stock take and prepare closing stock report.
- Assists in ISO preparation.
- Assist in other special task as assign by manager.

6. Practical Counselor in Politeknik Tuanku Sultanah Bahiyah (February until May 2014)

7. Part Time Operator in OnlyOne Zuza Food.Sdn Bhd IKS Napoh (2013)

8. Part Time Waiters in lounge Cafe Uum Mall (2013)

9. Part Time Waiters, House Keeping, Public Area, Kitchen Helping and Steawers in Hotel EDC UUM (2011,2012, and 2013)

10. Part Time Operator in Dell Cooperation Bukit Tengah, Pulau Pinang (2012)

11. Part Time Waiters in Pizza Hut Jitra (2011)

12. Part Time Designer and Printing in Hazri Printing Trading HPT.Sdn.Bhd (2010)

LANGUAGE PROFICIENCY

LANGUAGES	SPOKEN	WRITTEN
ENGLISH	Moderate	Moderated
BAHASA MALAYSIA	Excellent	Excellent

COMPUTER SKILLS

SOFTWARE	SKILLS
Microsoft Office	Excellent

REFERENCES

Will be given upon request.

