



RAZAIRI BIN RAZAK
 NO 99B, KAMPUNG IBOI
 09200 KUPANG
 KEDAH DARUL AMAN
 Phone (Mobile): 011-18633276
 E-mail : razairi_ery92@yahoo.com

Personal Particulars

Age	: 25 years old	Date of Birth	: 15 August 1992
Nationality	: Malaysia	Gender	: Male
Marital Status	: Single	IC No	: 920815-02-5279
Permanent Residence:	Malaysia	Religion	: Islam
Place of Birth	: Baling, Kedah	Weight	: 99 KG
		Height	: 165 CM

Educational Background & Qualification

2012-2016	: Universiti Utara Malaysia. Bachelor of Human Resources Management (Hons.) CGPA : 3.20
2010-2011	: Sekolah Menengah Kebangsaan Baling. STPM CGPA : 3.42
2009	: Sekolah Menengah Kebangsaan Jerai. Sijil Pelajaran Malaysia (SPM) 4A,4B

Courses And Seminar Extended

2015	Mini Seminar HRM Theory vs Practices of Human Resource Practices by Human Resource Club, UUM. (11-12 December 2015)
2014	Seminar Peluang Perniagaan Dalam Kampus by Biro Keusahawanan Dewan Penginapan Pelajar Sime Darby, UUM (29 April 2014).

Computer Skills

Microsoft Office - MS Words, Power Point, Excel, Access
 SPSS, Adobe Photoshop (Basic) and Windows Movie Maker

Interpersonal Skills

1. Able to work hard.
2. Ability to work independent or in a group.
3. Self-reliance, hardworking and resourceful.
4. Willing to work for long hours and moderate traveling.
5. Love to learn something new.
6. Intermediary language:- Malay language - Speaking and Writing
English language - Speaking and writing

Interest and Activity

All type of sports and Watching

Extracurricular Activities

2011 Members of Kadet Remaja Sekolah, Sek. Men. Baling.

Chairman of Geografi Club, Sek. Men. Baling

Pen. Bendahari of Sepak Takraw Club, Sek. Men. Baling.

XPDC Gunung Baling, organized by Form 6 Comittee, Sek. Men. Baling

Work Experiences

1. Company Name : Cinta Sayang Resort
Position : Trainee (HR Department)
Date Joined : Feb 2016
Date Left : June 2016
Work Description : Performed general office duties and administrative tasks.
Performed tasks that is related to HR Functions and Create
Company's SOP (Standard Operation Procedure)

Miscellaneous

Resume Text : I really look forward for a job. I don't mind to work from below and I am hardworking person and love to learn something new.

References

1. Name : Dr. Siti Zubaidah Othman
 Position : Lecturer
 Bachelor of Human Resource Management (Hon.)
 Faculty of Business
 Institution : Universiti Utara Malaysia (UUM)
 Telephone : 04-9286605

2. Name : Puan Sukarni Binti Jaafar
 Position : HR Manager
 Company : Cinta Sayang Resort
 08000, Sungai Petani, Kedah.
 Mobile : 04-4414666