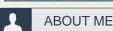


## SYAZWANI ARZMI



A fresh graduate from Universiti Malaysia Pahang in Bachelor of Project Management (Hons.)

To obtain an opportunity in Management Fields that I can contribute toward the advancement of the company while utilizing my knowledge and my experience.



#### **EDUCATION**

### Universiti Malaysia Pahang / 2013-2017

Bachelor of Project Management (Honors) CGPA 3.31 (Second Class (Upper))

### Politeknik Mukah Sarawak / 2009-2012

Diploma in Civil Engineering CGPA 3.30



#### **EXPERIENCES**

#### Administrative Executive

Asia Consultants & Training Services Sdn Bhd



- Responsible in CIDB Green Card class registration and renewal
- · Responsible in administration duties include timekeeping information, ensure the employees are paid accurately on time, filing, updating documents and report

### Trainee (Bachelor Degree)

📕 Bintulu Port Holdings Berhad 🗏 Feb 2017 -July 2017

- Doing the research on customer's Market
- Assist on Conducting Customers survey

#### Site Clerk

Hong Wei Holdings Berhad



- Serves as management onsite representative
- Dealing with all on site documentation

#### Clerk

Huashin Electrical Services



- Keeps record and maintain inventory control
- Plans and perform work that include in procurement

### Trainee (Diploma)

Juara Beetuah Sdn Bhd



- Monitoring Construction work in Site
- · Doing administration duties

- CONTACT INFORMATION
- 01139824129
- syazwaniarzmi91@gmail.com
- No 118 Kampung Jepak, 97000 Bintulu.

# PROFESSIONAL SKILL

Microsoft Words

Microsoft Powerpoint

Microsoft Project



# CURRICULAR ACTIVITIES

Exco for Safety Act Programme /2016

**UMP Flood Volunteer** 

Treasurer of Project Management Student Branch Club/2014-2015

Vice Treasurer of Sekretariat Pencegahan Rasuah UMP/2013-2014

Secretary of Minggu Mesra Siswi KK3 UMP/2014

Exco of Civil Engineering PMU Club /Session July 2009 & July 2010

Librarian of SM Teknik Bintulu/2007-2008

#### **(** LANGUAGE

Bahasa Malaysia

English

# ADDITIONAL INFORMATION

Expected Salary: RM 2500 (Negotiable)

Willing To Travel: Yes

# **REFEREES**

### Mr. Hamzah Bin Zainuddin

Lecturer

Faculty of Industrial Management, Universiti Malaysia Pahang, Lebuhraya Tun Razak, 26300 Kuantan Pahang.

095492282

hamzahzainuddin@ump.edu.my

#### Mrs. Esther Lu Noi Yan

Manager of Marketing and Customer Services Department Bintulu Port Holdings Berhad, P O Box 996, 97008 Bintulu Sarawak

086291231

Estherlu@bintuluport.com.my