MUHAMMAD KHAIRUL FARHAN BIN AMRAN

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OBJECTIVES

To explore useful insights with an eager attitude to take initiatives and seek out for new challenges. Wanted to utilize my strong analytical skills and make a significant contribution to the success of the employer and at the same time my individual growth.

PERSONAL PARTICULAR

Age : 24 years Date of Birth : 2nd March 1997

Nationality: Malaysia Gender: Male

Marital Status : Single **IC No.** : 970302-08-6047

EDUCATION

Institute : NOSH Global Bukit Mertajam, Pulau Pinang
Course : Safety and Health Officer (SHO) – Green Book

Duration Course: September 2020 – December 2020

Institute : Universiti Pendidikan Sultan Idris (UPSI), Perak

Course : Degree in Business Administration (Human Resource Management)

Grade/ Current CGPA : 3.51 Cumulative GPA

Duration Course : 2016 – 2020

Graduation Year : 2021

Institute : Changlun Matriculation College, Kedah

Course : Accounting Module
Grade/ CGPA : 3.72 Cumulative GPA

MUET : Band 3 Duration Course : 2015 - 2016

Higher Secondary/SPM: MRSM PDRM, Kulim, Kedah

Duration Course : 2010 -2014

Grade/CGPA : 6A's

HONOURS AND AWARDS

- · Dean's List Award 1st Semester 2016/2017 in Bachelor of Business Administration (GPA: 3.59)
- · Dean's List Award 3rd Semester 2017/2018 in Bachelor of Business Administration (GPA: 3.71)
- · Dean's List Award 5th Semester 2018/2019 in Bachelor of Business Administration (GPA: 3.50)
- · Dean's List Award 6th Semester 2018/2019 in Bachelor of Business Administration (GPA: 3.65)
- · Dean's List Award 8th Semester 2019/2020 in Bachelor of Business Administration (GPA: 3.75)

PROJECT INVOLVEMENT

ORPHANAGE PROGRAM AT RUMAH ANAK YATIM BAITUL FITRAH, RAWANG (2016) Assigned to find food catering to provide food for the program

• FOOD FOR HOPE 2.0 (2016)

Assigned to find food catering to provide food for the homeless around Kuala Lumpur

SITE VISIT (2020)

To determine the Hazard Identification, Risk Assessment and Risk Control (HIRARC) on the site

LEARNING EXPERIENCES

• Recruitment and Selection

Knowledgeable in steps of the recruitment process and select new recruits.

• Operation Management

Able to estimate the completion time of a project.

• Training and Development

Able to evaluate, assess, access, design and implement several of techniques and sources of training.

• Compensation and Benefits

Able to design salary range and salary increment.

Safety and Health (Ongoing)

Be able to apply education philosophy and practical skills of Occupational Safety and Health at different levels of education setting.

• Site Visit (2020)

To determine the Hazard Identification, Risk Assessment and Risk Control (HIRARC) on the site.

WORKING EXPERIENCES

Designation : Human Resource Assistant

Organization : Hong Seng Gloves Sdn. Bhd., Sungai Petani, KedahJob Review : - Arrange for interview (select suitable candidates).

- Arrange for Hostel building (meet JTK, MPSPK and BOMBA).

- Arrange project for new building (contractor).

- Planning for company matters.

Designation : Substitute Teacher (GSTT) For Additional Math - 2017

Organization: SMJKC Yuk Choy, Ipoh, Perak

Year : 2017

Job Review : - Researching new topic areas, maintaining up-to-date subject

knowledge, and devising and writing new curriculum materials

for students.

- Participating in and organising extracurricular activities such as

outings, social activities, and sports event.

Designation : Customer Service
Organization : Adidas Boutique

Year : 2016

Job Review :- Greet and assist customer to impress them for our product and services.

- Maintain the good environment.

Designation : Cashier
Organization : 7 Eleven
Year : 2015

Job Review: - Greet and assist customer.

- Recording the stock entry.

INTERNSHIP EXPERIENCES

- Handle the allowances for trainees in the company and handle new internship student.
- Filing staff overtime and annual increment.
- Visit plant to do inspection.
- Update shoes stock for the staff and conduct for the distribution.
- Make an adjustment for overtime report and double check to avoid wrong data.
- Interpret the company policy and make sure policy is aligning with the ISO.
- Prepare the updated HIRAC documents.
- Conduct for a signing process of Employees' Provident Funds (EPF) tax.
- Do an update for supplier audit file and Internal Corrective Action Report file (CAR).
- Manage Working Instruction (WI) for the Safety and Health Environment.
- Do a remind letter for a staff for medical examination.
- Key in for the medical check-up and bill hospitality of employees.

Skills learnt: Able to maintain the needs to have a keen eye for detail, with a strong ability to work under pressure and tight datelines, and agile for problem solving.

SKILLS AND CAPABILITIES

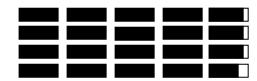
TECHNICAL SKILL

Microsoft Word
Microsoft Power Point
Microsoft Excel



SOFT SKILL

Fast Learning
Teamwork
Communication
Creativity



LANGUAGE SKILL

English Malay



REFERENCES

PUAN ZURAIDAH BINTI ZAINOL

Academic Advisor/ Lecturer
Faculty of Management and
Economics,
Sultan Idris Education University
019 – 939 2343