

CURRICULUM VITAE

PERSONAL PARTICULARS

Name: MOHD HAFIZ B. MOHD HISHAM
NRIC No.: 840622086649
Date of Birth: 22nd June 1984
Nationality: Malaysian
Religion: Islam
Race: Malay
Gender: Male
Marital Status: Married
EPF No.: 17906413
Income Tax No.: SG20669535070



CONTACT DETAILS

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Setia Ecohill
43500 Semenyih
Selangor Darul Ehsan

OBJECTIVE

Seeking a full-time position in any company to get some experiences and eventually to manage myself to co-operate with the company in achieve the company's goal, vision and mission

EDUCATION

- Bachelor's Degree - Bachelor of Economic (Hons.)
Universiti Utara Malaysia (May 2004 – July 2007)
- Matriculation Certificate in Accountancy
Kolej Matrikulasi Kedah (March 2003 – April 2004)
- PMR & SPM
Sekolah Menengah Kebangsaan Agama Slim River (1997 – 2001)

JOB EXPERIENCES

Year 2007 – 2008

Company Name : LA Petroleum Services (Appointed Petronas Service Station)
Address : Lot Komersial 3, Jalan SM 1, Bandar Sunway Batu Caves,
68100 Batu Caves, Selangor
Working Year : Began 17th September 2007 until 15th January 2008
Position : Administration Assistant
Job Description :

- Prepare safe drop/cash report every day until end of the month
- Prepare sales report for company monthly to attach to Petronas Dagangan Berhad.
- Manage the administration and welfare of staffs includes medical checkup, emergency leave staffs and annual leave.
- Responsibility on filing task on all company files includes the private and confidential files.

- Control the company financial includes expenses and salary payment.
Salary Payment : RM1,100.00 monthly

Year 2008 – 2010

Company Name : Utusan Media Sales Sdn Bhd
(Company under Kumpulan Utusan Berhad)
Address : No.11-A, The Right Angle, Jalan 14/22, 46100 Petaling Jaya, Selangor
Working Year : Began 16th January 2008 until 20th August 2010
Position : Account Clerk
Job Description :

- Prepare sales report for advertisement sales every week.
- Prepare commission calculation for Marketing Executive based on their advertisement sales against payment collection
- Preparing sales report to report to Marketing Department every week and monthly.
- Preparing performance report for Marketing Staff based on advertisement sales against monthly target.
- Preparing invoices for clients

Salary Payment : RM1,580.00 monthly

Year 2010 – 2012

Company Name : Syarikat Bekalan Air Selangor Sdn Bhd (SYABAS)
(Company under Puncak Niaga Holdings Bhd)
Address : Head Quarters, Jalan Pantai Baharu, 59990 Kuala Lumpur
Working Year : Began 23rd August 2010 until 31st July 2012
Position : Administration Executive
Job Description :

- Prepared all administrative tasks and human resource matters.
- Prepared all contracts/ agreement with vendors and other clients.
- Prepared proposal report/ documents for development and improvement for SYABAS District offices.
- Prepared EXCO & Board Paper for Top Management during Division Report
- Prepared operational report for Management especially on KPI for SYABAS District offices.
- Involved any special task that instructed from Executive Chairman Office based on complaint/ letter from consumers
- Involved in any Corporate Social Responsibility activities that organised by company.

Salary Payment : RM2,200.00 monthly

Year 2012 - 2017

Company Name : GOM Resources Sdn Bhd
Formerly known as Global Offshore Malaysia Sdn Bhd
(Company under Puncak Niaga Holdings Bhd)
Address : Level 16, Tower 1, Etiqa Twins, No.11, Jalan Pinang, 50450 Kuala Lumpur
Working Year : Began 3rd August 2012 until 31st December 2017
(Retrenchment program by company due to instability of Oil &

Gas Industry)

Position : Senior Executive – Administration & Procurement
Job Description :

- Prepared and control the CAPEX and OPEX Budget for company requirements and requisition which is focusing for non-project activities.
- Prepared procurement process through SAP System
- Prepared Standard Operating Procedure (SOP) for Administration Department. .
- Manage Asset Management process for company which is involved in Asset Movement, Asset Tagging and Disposal Asset
- Handle Vendor Management & Registration process for procurement company
- Sourcing, selecting & negotiating with suppliers to constantly strive for best purchase decision while maintaining the highest level of quality
- Became a Tender Committee Members for evaluate all vendors/ supplier that engage business with company
- Doing filing systems for safekeeping the all files for company files.
- Prepared contract & agreement with supplier and client due to services offered by communicate with Legal Department.

Salary Payment : RM5,390.00 monthly

Year 2018 – present

Company Name : Lancaster Hotels & Resorts Sdn Bhd
Address : No.1, Persiaran Golf, Saujana Resorts, Seksyen U2, 40150 Shah Alam, Selangor
Working Year : Began 15th January 2018 until present
Position : Administration & Human Resource Executive
Job Description :

- Manage and handle HR task that related to employee and company.
- Prepare payroll schedule, contribution payment and salary slip to employee.
- Manage and handle Administration matters. Involved in office management, asset management, security management and filing system.
- Manage the purchasing process for office equipment, stationeries and assets for company.
- Manage and control properties of company. Monitoring Tenancy Agreement, contract and liaise with agent and property management.
- Prepare analyst for Management on future investment in property holding.

Salary Payment : RM2,600.00 monthly

EXPECTED SALARY

RM3,500.00 monthly negotiable

SKILL PARTICULARS

STRENGTHS

Creative, hardworking, excellent-organizational skills, excellent written and verbal skills, excellent-computer programs skills, expert in statistical software and more talented in analyzes data in economic thought. I have also had skills in public speaking and presentation.

- Advance in computer programs :-
 - SAS Program – Statistical computer program
 - UBS Accounting – Accounting computer program
 - SAP System
 - Microsoft Office applications – Ms Words, Ms Excel, Ms Power Point
 - Account Receivable System – Sales report system
- Communication Skill & Language :-
 - Malay
 - English
 - Arabic
- Advance in calculating and accounting program – Experienced in financial management in secondary school as a Financial Manager for 'Persatuan Usahawan Muda'

REFERENCES

	<u>1st Reference</u>	<u>2nd Reference</u>
Name	: PN. RASIDAH YAACOB	EN. MOHD YAZZED BAHAROM
Relationship	: Former Superior	Former colleague
Telephone No.	: 012-2117605	012-6511554
E-mail	: rasidah2331@gmail.com	N/A
Position Title	: Assistant Vice President	HR Manager
Company Name	: GOM Resources Sdn Bhd	GOM Resources Sdn Bhd