



## Muhammad Shafiq bin Sharifudin

017-3129400 | shafiqsharifudin@gmail.com | 23 years old

Identification Card No	930206-10-5117
Address	G-G-16, Taman Puchong Perdana, 47100 Puchong, Selangor
Gender	Male
Race	Malay
Religion	Islam
Marital Status	Single
Driving License	B2 & D
Possess own transport	Yes

### CAREER OBJECTIVE

To be a professional worker where I can fully utilize my skills and knowledge with opportunities for advancement through career development and supporting employer's business goals and strategies.

### RELEVANT SKILLS & QUALIFICATIONS

- Well-developed organizational and leadership skills.
- Eager and willing to be trained to expand knowledge and gain experiences.
- Friendly and cooperative with others.
- Focus, problem solver, creative and proactive towards the work.
- Fast learner, energetic and highly motivated.
- Able to work with or without pressure.
- Willing to learn new things and enthusiastic for any new challenge.
- Computer skills in SPSS Software and Microsoft Office (Word, Excel, PowerPoint, Access, Publisher).

### LANGUAGE PROFICIENCY

- English: Good in both speaking and writing
- Malay: Excellent in both speaking and writing
- Also learn Arabic and Mandarin as third language

### WORKING EXPERIENCES

- Sept 2014 – Dec 2014     **Internship Student, Lembaga Zakat Selangor**
- Handling all enquiries and requests from asnaf through phone call in a timely.
  - Handle and guide the asnaf or people for aid.
  - Analyze data, filing to assist the employee.
- Feb 2012 – March 2012     **Promoter, Reject Shop IOI Mall**
- To deal with customers
  - Promote products
  - Helping manager to make a decision
- Jan 2011 – June 2011     **Staff, Laxxis Enterprise**
- Give an idea towards the improvement of the shop
  - Key in particulars and taking cash
  - Guidance customers if needed

## EDUCATIONAL BACKGROUND

Jan 2015 - Current	<b>Universiti Kuala Lumpur Business School</b> Bachelor of Business Administration in Marketing (Honours). CGPA: 3.27 (current)
Jul 2011 – June 2014	<b>Kolej Professional Mara Ayer Molek, Melaka</b> Diploma in Business Study. CGPA: 2.67
Jan 2006 – Dec 2010	<b>Sekolah Agama Menengah Tinggi Tengku Ampuan Jemaah, Shah Alam</b> SPM: 1A, 5B, 3C, 1D

## CO-CURRICULAR ACTIVITIES

June 2015 – Jan 2016	<b>Universiti Kuala Lumpur Business School (UniKL BIS)</b> <ul style="list-style-type: none"><li>• Logistic Team for Beast Colour Run 2016 (High Committee)</li><li>• Participated in Marketing Club programme at Jalan Chowkit – Feed The Needy (2016)</li><li>• Participated in Jom Breakfast under Institute Onn Jaafar (2016)</li><li>• Committee for E-marketing program at Royal Selangor and Paddy Processing Factory at Sekinchan, Selangor</li><li>• Member of Mahasiswa Prihatin (MPU)</li><li>• Member of Marketing Club of UniKL BIS</li></ul>
Jan 2014 – June 2014	<b>Member of Business Society, Kolej Professional Mara Ayer Molek Melaka</b> <ul style="list-style-type: none"><li>• Program 'Beramah Mesra Bersama Kanak-Kanak Istimewa' (committee)</li><li>• 'Konvensyen Program Siswa Niaga' (volunteer)</li></ul>

## AWARDS & ACHIEVEMENT

- President of Al-farabi, 2010
- Winner for School Sport Championship in football event, 2009-2010
- Winner for School Competition in futsal 2009-2010
- Champion for College Sports Competition 2012 in futsal

## REFERENCES

**Nur Azlin Binti Ismail**  
Academic Advisor,  
Kolej Profesional Mara Ayer Molek,  
Melaka.  
Tel: 013-6377507

**Kamarul Shahrin Bin Karim**  
Executive,  
Lembaga Zakat Selangor,  
Puchong.  
Tel: 013-6355719