

RESUME



OBJECTIVE

To secure an internship in the field of Industrial Management.

PERSONEL DETAIL

Name : Muhammad Ikhwan Bin Mohamed Suhaimi

Age : 24 Years Old

Place of Birth : Hospital Kuala Lumpur

Date of birth : 17/4/1991

Gender : Male

Nationality : Malaysian

Religion : Islam

Race : Malay

Marital status : Single

Correspondence address : No.1107 Jalan 1D/1 Bandar Baru Sg Buloh, 47000 Sg Buloh Selangor

Tel (hand phone) : 019-2421704

Email : muhdikhwan1704@gmail.com

ACADEMIC QUALIFICATION

NO	QUALIFICATION	YEAR	INSTITUTION	YEAR OF GRADUATED	GRADE
1	Bachelor of Business Management	2013	Universiti Selangor	2016 (Expected)	2.92/4.00
2	Diploma in Accountancy	2009	KUIS	2012	2.75/4.00
3	Sijil Pelajaran Malaysia	2008	SMK Bandar Baru Sg Buloh	2008	6B, 3C & 1E

SKILLS

- Computer skills
 - a) Operating Systems: Windows 7.
 - b) Software: Excel, Word, Power Point.
- Languages
 - a) Fluent in English (written and oral) : 4/5.
 - b) Fluent in Bahasa Malaysia (written and oral) : 5/5.
- Possess driving license class D and B2.
- Having capability in making wood-crafting, teamwork, willingness to learn new knowledge.

WORKING EXPERIENCE

1) September 2015 – Present

Company Name : Zai Sri Gemilang Café & Catering

Position Title : Waiter Services (Catering).

Industry : Food and Beverage.

Job Description :

- Serve guests in any event.
- Responsibilities setting a preparation before start the event.
- Responsibilities a guiding a new waiter to do task.

2) January 2007 – 2014

Club Name : John Luke Krishnan Taekwondo Club.

Position Title : Trainer, Committee Members and Referee.

Industry : Martial Arts.

Job Description :

- Responsible guide a Taekwondo student in learning a new step movement.
- Responsible make a fair judgement in Taekwondo tournament.

3) Mac – May 2012

Company Name : TH Alam Maritim

Position Title : Clerk and Trainee, ACCOUNTING & FINANCE DEPARTMENT.

Industry : Marine transportation support services , marine construction-related services, sub-sea engineering & offshore pipeline installation; designing, manufacturing and operating of Remotely Operated Vehicle (ROV) services, ship repair and maintenance services to the upstream in oil and gas industry.

Job Description :

- Verifying the accuracy of invoices and other accounting documents or records.
- Compile data and prepare a variety of reports.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable).

4) December 2008 – Mac 2009

Company Name : Secret Recipe Café

Position Title : Waiter and Barista

Industry : Food and Beverage.

Job Description :

- Serve the customer.
- Responsibilities the customer order arrived at correct time.
- Learning a FIFO system.
- Responsibilities cleanness in barista counter,

ACTIVITIES AND TRAINING

1) 2015

UNISEL : PARTICIPANT

BBMC UNISEL

- COMMITTEE Member

2) 2013 - 2014

UNISEL : Participant

3) 2007, 2009 – 2013

JLK TAEKWONDO CLUB

- GRADUATION BLACK BELT (1ST DAN, 2ST DAN & 3RD DAN).

4) 2003 – 2005

SK BANDAR BARU SG BULOH & SMK SEKSYEN 11 (PROJEK)

- ATHLETE (100M, 200M, 4X100 M & 4 X 200M).

OTHER INFORMATION

Driving License : B2 & D

REFERENCES

- 1) MADAM NORHUDA RAHMATULLAH
SENIOR ASSISTANT REGISTRAR
FACULTY OF BUSINESS DEPARTMENT,
UNISEL SHAH ALAM
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- 2) PN. NORLIANA BINTI AHMAD SHAH
HEAD OF PROGRAME (BACHELOR IN BUSINESS MANAGEMENT)
UNISEL SHAH ALAM
JALAN ZIKRON A 7/A
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40000 SHAH ALAM
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H/P : 012 – 221 7305

- 3) MADAM NOORSIAH BINTI AHMAD
UNISEL LECTURER
UNISEL SHAH ALAM
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- 4) DATIN ZAITON BT HAJI ABDUL RAHMAN
ZAI SRI GEMILANG OWNER
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