



MOHD HAZIQ AL-HAFIZ BIN HAIRUL NIZAM

Human Resources

CONTACT

✉️ haziqalhafiz11@gmail.com

☎️ 018-3614125

📍 No 87 Laluan Metro 4,
Taman Metro Pengkalan,
31550 Pusing Perak.

PERSONAL

- EFFECTIVE COMMUNICATION
- TEAM WORK AND COLLABORATION
- ORGANISED AND HIGHLY EFFICIENT
- EMPATHIC SKILLS
- ONBOARDING
- MULTI-TASKING SKILLS

LANGUAGE



BAHASA MALAYSIA



ENGLISH

SKILLS

MS WORD



MS POWERPOINT



MS EXCEL



INDESIGN



ABOUT ME

Enthusiastic and motivated to constantly develop my skills and grow professionally through vast working experiences and certified professional background. I am looking for job opportunity where I can learn about the intricacies of Human Resource & Administration where I can contribute towards the advancement of the company and fulfil organizational objectives.



EDUCATION

- 2018 - 2020** UNIVERSITI TENAGA NASIONAL
Bachelor in Business Administration Hons in Human Resource Management
CGPA: 3.54
- 2016 - 2018** UNIVERSITI TENAGA NASIONAL
Diploma in Business Studies
CGPA: 3.59
- 2011 - 2015** SEKOLAH MENENGAH KEBANGSAAN SULTAN YUSSUF
Sijil Pelajaran Malaysia (SPM)



EXPERIENCE

- **INTERNSHIP**
ZMA BINA RESOURCES SDN. BHD.
April 2018 - June 2018 (3 Months)
 - Design and brainstorming for creative social media campaign ideas.
 - Research and evaluate competitor's marketing strategy and digital content.
 - Distribute marketing materials using printed posters and also emails to targeted clients.
 - Provide outstanding and quality service to develop meaningful, long-term, and productive relationships with customers and clients.
 - Perform market analysis and research on the latest trend and preferences of the target market.
- **HUMAN RESOURCES MANAGEMENT**
CAMFIL MALAYSIA SDN. BHD.
September 2020 - February 2021 (6 Months)
 - Coordinate Audiometric Test and Vision Test for employees.
 - Completed and perform a project title 'How to reduce absenteeism'.
 - Research and address new strategies to reduce absenteeism.
 - Collect attendance data, trend and analysis for the company.
 - Assist with new employee on-boarding and organize induction program.
 - Translate Camfil Global Policy from English to Malay at Camfil Global Website.
 - Proactively reach out to qualified candidates to provide information about interview dates and construct an accurate picture of the duties and skills required for each position.
 - Create and post job ads, scheduled interviews, and memos on internal site as well as bulletin board.