

1.PROFILE



Muhammad Arif Fadilah Bin Arifin

23 April 1994

019-4320674

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No 120, Lorong Emas, L2/2, Pekan Baru,
36000, Teluk Intan,
Perak

2.OBJECTIVE

Seeking a position in this internship program at organization that can take advantage from my fresh ideas and acquired business knowledge through education and real life experiences.

3.BACKGROUND

I am 22 years old and a final year student from University Utara Malaysia, I am taking bachelor in International Business management. Hard-working and motivated undergraduate students with proven communication, organization and numeracy skills seeking an internship position in this field. Looking to apply solid knowledge of business practices and gather experience during this program and try to develop it in near future. Pro-active and keen to learn, wishing to make a positive contribution to this country

4. EDUCATION

- S.M.K. Sultan Abdul Aziz
✚ SPM (2A 3B 2C 2D)
- Kolej Matrikulasi Perak
✚ Accounting Program (CGPA 3.23)
- University Utara Malaysia
✚ Current CGPA 3.12

✚ I am taking bachelor in International Business management in this university and currently in final semester, there is a lot of things that I learn in this place, there a type of classes that can help me in doing this internship such as international business class where I learned about business beyond our country and how to manage a business not only Malaysian perspective. Even when I am in first semester I learn about Malaysian nationality that had been a core subject for all student and that class had taught me about to proud becoming a Malaysian and that was a reason I am applying this opportunity to prove my determination to help develop this country.

5. WORK EXPERIENCE

- I had been work at one of a bookstore in Teluk Intan. It is a paid job. My job was working as a shop assistant. My main responsibility is helping customers finding their need. Skills that I acquire when I am working are being patient how to treat a customer nicely and gently, know how to handle all type of situation when dealing with this customer behavior. I believe this skill can help me demonstrate all type of situation when doing this internship.

6. KEY SKILLS

- Organizational and planning skills
 - Proven leadership skills and ability to motivate
 - Strong written and verbal communication skills
 - Ability to work independently or as part of a team
- Computer literate (MS Word, Excel, PowerPoint, Internet, etc.)
- Being train as a military, taking PALAPES as a co-curricular activity

7. INTEREST

- Swimming
 - Playing Golf, it helps me to find calmness and peace.
- Travelling because I am eager to learn new things as well as experiencing something new. about other culture with different ethnic which can also help in my studies incline with my current major , international business management.
- I enjoy socialize with people because be part of a community in order to help us to learn new things and in exchanging new fresh ideas.
- Interest in military marching feet, which was the main reason i joined PALAPES as a co-curricular activity and it also helps me to be a more discipline in term of making the right time management.

8. AWARD AND HONOR

- CILT Certificate 2016
- Vice President of International Business Management Society 2015
- Deans Award 2013

MUHAMMAD ARIF FADILAH BIN ARIFIN
NO 120 LORONG EMAS L2/2 PEKAN BARU,
36000 TELUK INTAN,
PERAK

OCK Group Berhad (955915-M)
No. 18, Jalan Jurunilai U1/20, Seksyen U1,
HICOM Glenmarie Industrial Park,
40150 Shah Alam,
Selangor, Malaysia

6 November 2016

SIR,

APPLICATION FOR INTERNSHIP PROGRAM

Regarding the topic above, this is to inform you that I am excited to part of your organization for the internship program. I came to know about the vacancy from your website. According to the detail provided in the advertisement, I have enclosed my resume with this cover letter. My duration for internship program is within four month which is it will be start from 13 February 2017 until 12 June 2017.

2. As a final year student, I really hoping for this position, because it would be my stepping stone in business arena. I am all aware that my job profile encompasses performances in logistic and international business trade. Having said that, I also know that my advice to this particular business trading would be a vital part for the growth of the company.

3. If you think I would be a suitable candidate for the post mentioned above, then we can have a further conversation on the same. Please contact me at 019-4320674, or you also can email me at, arfa0778@gmail.com

That's all, thank you

Sincerely,

MUHAMMAD ARIF FADILAH ARIFIN
Semester 7
International Business Management Student (UUM)



JABATAN HAL EHWAL PELAJAR
STUDENT AFFAIRS DEPARTMENT
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“MUAFAKAT KEDAH”

UUM/HEP/U-ASSIST/1044362/04-09-2016

TO WHOM IT MAY CONCERN

Dear Sir / Madam,

CERTIFICATION OF STUDY

This is to certify that student as stated below is currently studying in Universiti Utara Malaysia and the following details apply :

Name	: MUHAMMAD ARIF FADILAH BIN ARIFIN
NRIC No. / Passport No.	: 940423086337
Matric No.	: 227314
Programme	: Bachelor of International Business Management with Honours
Admission Session	: A131 First Semester of the 2013/2014 Session
Current Semester	: A161 First Semester of the 2016/2017 Session
Duration of Study	: 8 Semester
Current Session	: Year 4, Semester 7
Expected Date of Completion	: A162 Second Semester of the 2016/2017 Session (Feb)

Thank you.

“BERKHIDMAT UNTUK NEGARA”
 “ILMU BUDI BAKTI”

Yours sincerely,

MAJOR MOHAMAD EZANEE BIN YAZID
 Director
 U-Assist, Student Affairs Department
 Universiti Utara Malaysia

