

MURTAZA BIN
HAKIMUDDIN

No.1 Jalan Rambutan
Off Jalan Dato Dollah,
41100 Klang, Selangor
mur910@gmail.com

Dear Sir/Madam,
APPLICATION FOR JOB

I am writing to enquire if you have any vacancies in your company. I enclose my resume for your information.

As you can see, I have had work experience in office environments, and railway service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like your organization. I hope to be given an opportunity by your esteemed Organization in my career progression.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my resume on file for any future possibilities. Thank you for your time and kind consideration.

Thank you.

Yours faithfully,

(MURTAZA BIN HAKIMUDDIN)
(920927105011)
(013-3050281)
Enc: Resume

MURTAZA BIN HAKIMUDDIN

CONTACT DETAILS:

Email: mur910@gmail.com
Mobile: +6013-3050281
Availability: Immediately
Citizenship: Malaysian
Address: No.1, Jalan Rambutan, Off Jalan Dato Dollah, 41100
Klang Selangor D.E. Malaysia.

MAIN SKILLS:

Hard working, Dedicated and a complete Team Player, willing to learn new things and have ability to multi-task. A self-motivator with productive and conscientious work habits. I am able to take responsibility and work well under pressure. Captained school cricket team twice and the team was placed second in 2009.

EDUCATION:

2015 **Bachelors in Mechanical Engineering (HONS)** - Mechanical Engineering, University
Tenaga Nasional **Malaysia**
CGPA Degree – 2.74
MUET Results – Band 4

2011 **Foundation in Mechanical Engineering** - Mechanical Engineering, University Tenaga
Nasional **Malaysia**

2009 **Sijil Pelajaran Malaysia (SPM)** – SMK Methodist ACS Klang, Selangor **Malaysia**
SPM, Results – 7 A's

Major Academic Projects (Bachelor of Mechanical Engineering)

- Building Energy Conservation Strategy : Modeling of UNITEN Administration Building Cooling load

WORK EXPERIENCE:

Mar 2016 – Oct 2016 **CMC ENGINEERING SDN. BHD.**
Malaysia Junior Engineer

Lrt Ampang line Signaling Project

- Perform and monitor mechanical installation.
- Monitor project performance.
- Managed administration documentation such as daily progress report.
- Involved in Decision making process on site.
- Communication liaison with Clients.
- Manpower supervision and monitoring.

Feb 2014 – May 2014 **PETRA FABRICATORS SDN. BHD.**
Malaysia Project Engineer - Internship

Vessel Manufacturing Project

- Perform site audit.
 - Monitor project performance.
 - Managed administration documentation such as weekly progress report.
 - Involved in Decision making process of Purchasing Fabrication materials.
 - Communication liaison with Clients as well as Suppliers and Manufacturers.
 - Constant monitoring of Fabrication process from beginning till end.
 - Manpower supervision and monitoring.
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ACTIVITIES REPRESENTATION:

- Represented in ICT carnival - District Level
- Participated in "Kiosk Kerjaya" competition - District Level
- Good SCORUN points (Co-Curricular marks) in Universiti Tenaga Nasional
- Various participation in Badminton, Futsal, Football and Cricket competitions

COMPUTER SKILLS: Microsoft Office (Word, Excel, PowerPoint) – Intermediate Level
 Visual Basic – Basic Level
 AutoCAD & Pro/Engineering – Basic Level

LANGUAGES: English – Fluent, Malay – Fluent, Other Languages – Conversational in Hindi, Gujarati, and Urdu.

OTHERS: Avidly interested in Sports and Fitness (Gym, Athletics, Cricket, Futsal, and Football), Reading and Traveling.
