

## **AHMAD HAZIM BIN AHMAD TERMIZI**

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### **PERSONAL PARTICULARS**

**Postal Address** : No.81 Fasa 2F,  
32040 Seri Manjung,  
Perak Darul Ridzuan.

**Tel (Home)** : 05-6882823

**Tel (H/P)** : 017-5377795

**E-mail** : ahmad.hazim87@gmail.com

**Date of Birth** : 18 July 1987

**Marital Status** : Married

**Race** : Malay

**Religion** : Islam

**Gender** : Male



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### **CAREER HISTORY**

**Associate, Facility Management Unit, Administration (January 2019 - current)**  
**Investment Development Managemet Services Sdn Bhd**  
**(A subsidairy company of Iskandar Investment Berhad)**

#### **Responsibility:**

- Management of Contract for Outsourced Service Provider (Outsourced Manpower, Janitorial and Housekeeping, Fire Protection System, and Lift Maintenance) for Office Tower, Menara Kotaraya, Johor Darul Takzim and supervise daily operation of outsourced service providers for Menara Kotaraya.
- Management of Contract for outsourced service providers (Janitorial and Housekeeping) in IIB Office, Medini 9, Iskandar Puteri and supervise daily operation of outsourced service providers for IIB Offices.
- Management of tenancy for Iskandar Investment Berhad Offices (2 Landlords), and Menara Kotaraya (4 tenants).
- Management of financial operation for Menara Kotaraya and IIB office's service provider.
- Issuance on procurement of services, tender document, tender evaluation and draft Letter of Appointment.
- Purchase Requisition issuance and other administrative works.
- Drone operator for company activities or surveillance.
- Member of Emergency Response Team for Iskandar Investment Berhad Office.

**Executive Assistant, Asset and Facilities Management (Dec 2010 – December 2018)**

**Trainee, Asset and Facilities Management (May 2010 – Nov 2010)**

**Iskandar Investment Berhad**

Department: Asset and Facilities Management

- Management of defects rectification works at Office Tower, Menara Kotaraya, Johor Darul Takzim:
  - Supervision and inspection on works carried out by contractors.
  - Monitoring and updating the progress of works.
- Assist in management of tenant's fit-out works in Office Tower, Menara Kotaraya, Johor Darul Takzim
- Prepare viable tenant space and tenant demarcation plan for Office Tower, Menara Kotaraya, Johor Darul Takzim:
  - Updating the floor plans by analyzing & summarizing the occupancy rate of tenanted and available space.
- Management of workers camp including processing of monthly payment, rental income, workers headcount.
- Management of Contract for Outsourced Service Provider for in Medini Iskandar Malaysia, Iskandar Puteri, Johor Darul Takzim (infrastructure maintenance) and supervise daily operation of outsourced service providers in Medini Iskandar Malaysia.
- Management of Contract for Outsourced Service Provider for Educuity Iskandar Malaysia Sdn Bhd (Pest Control, Waste Management, Janitorial and Housekeeping, Infrastructure and Landscape Maintenance) and supervise daily operation of outsourced service providers in Medini Iskandar Malaysia.
- Management of Contract for outsourced service providers (Janitorial and Housekeeping, Potted Plant, Air Conditoning, and Pest Control) in IIB Offices, Danga Bay and supervise daily operation of outsourced service providers for IIB Offices.
- Management of tenancy for Iskandar Investment Berhad Offices at Danga Bay (5 landlords) Menara Kotaraya (4 tenants) and Workers Camp.
- Management of cash flow for Menara Kotaraya including monitoring collections of rental and payment to service providers.
- Preparing department annual budget, midyear review budget and departmental financial operation.

- Conduct Building Audit and preparing Annual Audit Report for the buildings.
- Conduct and manage reinstatement work project for IIB Offices (total 7 shoplots) inclusive of termination of utilities supply.
- Updating office staff seating arrangement.
- Prepare management paper and Power Point Presentation i.e Corporate Management Committee for management decision.
- Prepare departmental Business Plan.
- Purchase Requisition issuance and other administrative works.
- Member of Emergency Response Team for Iskandar Investment Berhad Office.

**Current Salary : RM4,870.00**

**Expected Salary : RM6,500.00 (Negotiable)**

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## **EDUCATION**

### **2006-2009      Universiti Kebangsaan Malaysia**

Bachelor in Business Administration (Concentration in Finance)

GPA: 3.01/4.00

#### Educational Highlights:

Mathematics for management, English for business, Asia and Islamic Civilization, Computer Application, Statistic for Management, Business Communication, Public Speaking, Ethnic Relationship, Accounting for management, International business, Management and Marketing Strategies, Investment, Organizational Behavior, Management information system, Derivative Market, Money and Capital Market, International Finance, Corporate Finance, Financial Management.

### **2005-2006      Matrikulasi Kementerian Pendidikan Malaysia**

**Kolej Matrikulasi Perak, Gopeng.**

Final CGPA: 3.34/ 4.00

### **2003-2004      Kolej Islam Sultan Alam Shah**

SPM: 4 1A, 4 2A, 1 3B, 2 4B

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## **TRAINING AND COURSES**

### **2019**

- Building Facilities Management, Operation & Maintenance
- Kursus Asas Pasukan Keselamatan Kebakaran

### **2016**

- Latihan Keselamatan Kebakaran Awam
- Communication And Presentation Skills
- Business Grammar & Writing Skills Program

### **2015**

- Effective Debt Collection Skills

### **2013**

- Strategic Property and Facilities Management
- Effective Facilities Management
- Understanding & Application of Blue Ocean Strategy in Business
- Kursus Kejuruteraan Awam: Penyeliaan dan Penyelenggaraan Jalan (Umum)
- Performance Management and Coaching
- Argus Software

### **2012**

- AutoCAD 2012 Essential
- Kursus Asas Pasukan Keselamatan Kebakaran (PKK)

### **2010**

- Graduate Employability Enhancement Scheme (GEMS)

### **2008**

- 7 Habits of Highly Effective People

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## **SKILLS**

- Ms Office (Ms Excel, Ms Word, Ms Power Point)
- Basic AutoCAD
- IFCA (Purchase Requisition)
- Dynamic GP (Purchase Requisition)

## LANGUAGE PROFICIENCY

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	<u>Writing</u>	<u>Speaking</u>	<u>Reading</u>
Malay	Excellent	Excellent	Excellent
English	Good	Good	Good