

## MUHAMMAD KHAIRUL FARHAN BIN AMRAN

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Perak.

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### OBJECTIVES

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To explore useful insights with an eager attitude to take initiatives and seek out for new challenges. Wanted to utilize my strong analytical skills and make a significant contribution to the success of the employer and at the same time my individual growth.

### PERSONAL PARTICULAR

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<b>Age</b>	: 24 years	<b>Date of Birth</b>	: 2 <sup>nd</sup> March 1997
<b>Nationality</b>	: Malaysia	<b>Gender</b>	: Male
<b>Marital Status</b>	: Single	<b>IC No.</b>	: 970302-08-6047
<b>Religion</b>	: Islam	<b>Driving License</b>	: B2 D

### EDUCATION

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<b>Institute</b>	: NOSH Global Bukit Mertajam, Pulau Pinang
<b>Course</b>	: Safety and Health Officer (SHO) – Green Book
<b>Duration Course</b>	: September 2020 – December 2020
<b>Institute</b>	: Universiti Pendidikan Sultan Idris (UPSI), Perak
<b>Course</b>	: Degree in Business Administration (Human Resource Management)
<b>Grade/ Current CGPA</b>	: 3.51 Cumulative GPA
<b>Duration Course</b>	: 2016 – 2020
<b>Graduation Year</b>	: 2021
<b>Institute</b>	: Changlun Matriculation College, Kedah
<b>Course</b>	: Accounting Module
<b>Grade/ CGPA</b>	: 3.72 Cumulative GPA
<b>MUET</b>	: Band 3
<b>Duration Course</b>	: 2015 - 2016
<b>Higher Secondary/SPM</b>	: MRSB PDRM, Kulim, Kedah
<b>Duration Course</b>	: 2010 -2014
<b>Grade/CGPA</b>	: 6A's

## HONOURS AND AWARDS

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- Dean's List Award 1st Semester 2016/2017 in Bachelor of Business Administration (GPA: 3.59)
- Dean's List Award 3rd Semester 2017/2018 in Bachelor of Business Administration (GPA: 3.71)
- Dean's List Award 5th Semester 2018/2019 in Bachelor of Business Administration (GPA: 3.50)
- Dean's List Award 6th Semester 2018/2019 in Bachelor of Business Administration (GPA: 3.65)
- Dean's List Award 8th Semester 2019/2020 in Bachelor of Business Administration (GPA: 3.75)

## PROJECT INVOLVEMENT

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- **ORPHANAGE PROGRAM AT RUMAH ANAK YATIM BAITUL FITRAH, RAWANG (2016)**  
Assigned to find food catering to provide food for the program
- **FOOD FOR HOPE 2.0 (2016)**  
Assigned to find food catering to provide food for the homeless around Kuala Lumpur
- **SITE VISIT (2020)**  
To determine the Hazard Identification, Risk Assessment and Risk Control (HIRARC) on the site

## LEARNING EXPERIENCES

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- **Recruitment and Selection**  
Knowledgeable in steps of the recruitment process and select new recruits.
- **Operation Management**  
Able to estimate the completion time of a project.
- **Training and Development**  
Able to evaluate, assess, access, design and implement several of techniques and sources of training.
- **Compensation and Benefits**  
Able to design salary range and salary increment.
- **Safety and Health (Ongoing)**  
Be able to apply education philosophy and practical skills of Occupational Safety and Health at different levels of education setting.
- **Site Visit (2020)**  
To determine the Hazard Identification, Risk Assessment and Risk Control (HIRARC) on the site.

## WORKING EXPERIENCES

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**Designation : Human Resource Assistant**

**Organization :** Hong Seng Gloves Sdn. Bhd., Sungai Petani, Kedah

**Job Review :**

- Arrange for interview (select suitable candidates).
- Arrange for Hostel building (meet JTK, MPSPK and BOMBA).
- Arrange project for new building (contractor).
- Planning for company matters.

**Designation : Substitute Teacher (GSTT) For Additional Math - 2017**

**Organization :** SMJKC Yuk Choy, Ipoh, Perak

**Year :** 2017

**Job Review :**

- Researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials for students.
- Participating in and organising extracurricular activities such as outings, social activities, and sports event.

**Designation : Customer Service**

**Organization :** Adidas Boutique

**Year :** 2016

**Job Review :**

- Greet and assist customer to impress them for our product and services.
- Maintain the good environment.

**Designation : Cashier**

**Organization :** 7 Eleven

**Year :** 2015

**Job Review :**

- Greet and assist customer.
- Recording the stock entry.

## INTERNSHIP EXPERIENCES

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- Handle the allowances for trainees in the company and handle new internship student.
- Filing staff overtime and annual increment.
- Visit plant to do inspection.
- Update shoes stock for the staff and conduct for the distribution.
- Make an adjustment for overtime report and double check to avoid wrong data.
- Interpret the company policy and make sure policy is aligning with the ISO.
- Prepare the updated HIRAC documents.
- Conduct for a signing process of Employees' Provident Funds (EPF) tax.
- Do an update for supplier audit file and Internal Corrective Action Report file (CAR).
- Manage Working Instruction (WI) for the Safety and Health Environment.
- Do a remind letter for a staff for medical examination.
- Key in for the medical check-up and bill hospitality of employees.

Skills learnt: Able to maintain the needs to have a keen eye for detail, with a strong ability to work under pressure and tight datelines, and agile for problem solving.

## SKILLS AND CAPABILITIES

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### TECHNICAL SKILL

Microsoft Word	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Microsoft Power Point	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Microsoft Excel	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

### SOFT SKILL

Fast Learning	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Teamwork	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Communication	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Creativity	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

### LANGUAGE SKILL

English	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
Malay	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

## REFERENCES

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**PUAN ZURAIDAH BINTI ZAINOL**  
Academic Advisor/ Lecturer  
Faculty of Management and  
Economics,  
Sultan Idris Education University  
019 – 939 2343