

Mohamad Syazani

Bin Jamil

HELLO!

My name is Mohamad Syazani Bin Jamil. I'm a student of Bachelor of Business Administration (Hons) Marketing UiTM Perlis. I will undergo practical training for 4 months starting from 06 February until 27 May 2016. It is happy if your organization can accept my internship application to gain my practical training experience. I can't wait to feel the experience :)

EDUCATION

UNIVERSITI TEKNOLOGI MARA (UITM), PERLIS

SEPT 2015 - CURRENT

Bachelor in Business Administration (Hons) Marketing
CGPA : 3.08 (Current)

UNIVERSITI TEKNOLOGI MARA (UITM), KEDAH

NOV 2011 - OCT 2014

Diploma in Business Studies

CGPA : 2.71 | MUET : Band 2

SMK TELUK KUMBAR II, PENANG

JAN 2006 - DEC 2010

Sijil Pelajaran Malaysia (SPM)

(3B+, 1B, 3C)

JOB EXPERIENCE

RC PRECISION ENGINEERING SDN BHD

APR 2015 - AUG 2015

Review all invoices for appropriate documentation and approval prior to payment. Match invoices to cheque, obtain all signatures for cheque and distribute cheque accordingly. Maintain accounting ledgers by verifying and posting account transactions. Prepare cheque as well as prepare monthly expenses and perform GST. Perform related work as assigned.

EXTRA CO-CURRICULAR

- Volunteer of Student Exchange in University of Hatyai Thailand, 2016
- Participant of Malaysia International Halal Showcase (MIHAS), 2016
- Secretariat of Halal Audit Programme, 2016
- Secretariat of Halal Product, 2016
- Secretariat of *Forum Mencari Kerja, Berniaga & Berkerja Peringkat Negeri*, 2016
- Secretariat of Pitch for Fund 2016 with Entrepreneur Club Malaysia State Level, 2016
- Secretariat & Crew of 7th Muslim World Biz (OIC) Exhibition & Conference World, 2016
- Representative for Trade & Economic Program by Muslim World Biz Exhibition & Conference, 2016
- Attend to GST System Program by Customs Malaysia, 2015
- Attend to *Program of Halal Bukan Sekadar Logo*, 2015
- Volunteer of Corporate Social Responsibility in Orphan House at Arau Perlis, 2015



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11920 Teluk Kumbar,
Bayan Lepas, Penang.

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syazanijamil@yahoo.com

05 July 1993 (23 years old)

SKILLS

PROFESSIONAL SKILLS

- ✓ Microsoft Office Application
- ✓ Adobe Reader
- ✓ UBS System
- ✓ Movie Maker
- ✓ Troubleshoot Computer
- ✓ IBM SPSS Statistic (basic)

PERSONAL SKILLS

- ✓ Able to handle multiple task
- ✓ Able to work under pressure
- ✓ Fast learner & ever willing to learn
- ✓ Neat & meticulous

LANGUAGE SKILLS

- ✓ Malay (Mother tongue)
- ✓ English (Good in written & Speech)
- ✓ Mandarin (Basic)

REFEREE

1. Ismaili Bt Ismail, Lecturer of Faculty of Business & Management, UiTM Perlis.
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2. Hadzli B. Ishak, Lecturer of Faculty of Business & Management, UiTM Kedah.
Tel: +6 019 - 449 2629

3. Mr. Ong Yin Ching, Director of RC Precision Engineering.
Tel: +6 016 - 416 6908
Email: ycong@rcprecision.com.my