



## Curriculum Vitae

**Name** Muhammad Aqram Bin Shahidan Hadzri  
**Location** Perak, Malaysia  
**Address** 124 Kampung Jambu ,34000, Taiping Perak .  
**Phone** Mobile: 019-5458930  
**I/C** 860909-38-5783  
  
**E-Mail** m.aqram.shahidan@gmail.com  
**Gender** Male  
**Status** Married (6 Child)  
**Age** 34 (DOB 09/09/86)  
**Interests** Family, Reading, Science, Outdoor Sports, Internet & Business.  
**Professional Body** International Literacy Association (Membership 3955391)  
**Tertiary Education** Bachelor of Humanities in Malay Literature, Minor in Psychology, University Science Malaysia, Penang, 2009.  
M.A Literature (Theory) USM –in progress. 2019  
ISO 9001:2008, ISO 9001:2015  
**Secondary Education** Higher School Certificate, 2005, King Edward VII Secondary School, Taiping.

### Work Experience:

Executive with 12 years Education & Management industry experience:

- 8 years with University Teknologi PETRONAS as Senior Executive
- 1.5 Years Allianze University College of Medical Sciences (AUCMS) as Management Executive Human Resources and Faculty Executive
- 3 years with Dynamic Language Centre, Penang as Liaison Office / Tutor for Bahasa Melayu Course

### Detailed Experience:

**2012-2020** **University Teknologi PETRONAS**

Position: Executive /Senior Executive Academic (Geoscience Department)

Highlights:

#### **Business Development Work**

- Plan, manage and coordinate related processes at department level to ensure effective and efficient administrative works and smooth operation of the department.

#### **Core:**

- Department Focal Person

- Managing all aspects of department business operations
- Accomplishes department objectives by managing staff; planning and evaluating department activities.
- Accomplishes financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analysing variances, and initiating corrective actions.
- Maintains staff by recruiting, selecting, orienting, and training employees-lecturers.
- Ensures a safe, secure, and legal work environment.
- Keeping an eye on the Department operational budget and revenue generation.
- Accomplishes staff results by communicating job expectations, planning, monitoring, and appraising job results for the staff.

**2011-2012**

***Alliance University College of Medical Sciences (AUCMS).***

Position:

Management Executive Human Resources and Faculty Executive (Medical)

Highlights:

**Business Development Work**

- Plan, manage and coordinate Human Resources related processes at department level to ensure effective and efficient administrative works and smooth operation of the department.

**Core:**

- Provides advice and assistance to supervisors and staff.
- Responsible of all staff Teaching Permit (MOHE),-Responsible For Expatriate Staff.(Employment Pass and Dependant) Liaison Of Government Department.(Immigration , MOHE, LHDN, Labour Office and MQA).

**2009-2011**

***Dynamic Language Centre & Kolej Damansara Utama.Penang.***

Position:

Administration Officer & Management / Tutor Bahasa Melayu / Part Time Bahasa Kebangsaan Lecturer KDU

## **ADDITIONAL SKILLS**

### ***Language Skills***

<b>Language/Skills</b>	<b>Writing</b>	<b>Speaking</b>
Bahasa Melayu	Excellent	Excellent
English	Excellent	Excellent

### ***Computer Skills***

<b>Microsoft Word</b>	Excellent
<b>Microsoft Excel</b>	Excellent
<b>Microsoft Power Point</b>	Excellent
<b>Open Office Word</b>	Excellent
<b>Open Office Calc</b>	Excellent
<b>Open Office Draw</b>	Excellent

### **Interpersonal Skill**

I have strong interpersonal skills resulting in exceptional rapport with people. I believe that my key qualities are my excellent interpersonal skills and strong communicative ability, combined with my talent for effective organization and prioritization. I am a goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high performance standards. I am a resourceful team player who excels at building trusting relationships with customers and colleagues.

## **CAREER OBJECTIVE**

To acquire a position that affords me the opportunity to bring my expertise, problem solving skills and willingness to learn to make an organization successful.

## **REFERENCE**

Name : Dr Khairul Ariffin b Md Noh  
Telephone : 012-7492249  
Position : Chair, Geoscience Department.  
Company : University Teknologi PETRONAS

Name : AP Dr Abdul Hadi A Rahman  
Telephone : 013-4371769  
Position : UTP Associate Professor  
Company : University Teknologi PETRONAS

Name : Muhammad Shaufi bin Sokiman  
Telephone : 017-9569053  
Position : Lecturer  
Company : University Teknologi PETRONAS

