

FARID AKID SHIMIR BIN ABU BAKAR

911002-14-5789

**S 363, JALAN JURUTERA,
KAMPUNG SRI LANGKAS, BATU 13,
47150 PUCHONG,
SELANGOR DARUL EHSAN**

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PERSONAL DETAILS

Health	: Excellent	Religion	: Islam
Age	: 26 years old	Status	: Single
Nationality	: Malaysian	Date of Birth	: 02 October 1991
Race	: Malay	Place of Birth	: Hospital University, KL
Gender	: Male		

EDUCATION BACKGROUND

Year	Institution/ School	Level	Result
2008	Sekolah Menengah Kebangsaan USJ 23	Sijil Pelajaran Malaysia	6A 1B 2C
2012	University Technology Mara (UiTM) Seri Iskandar, Perak	Diploma In Accountancy	CGPA : 2.85
2017	University Technology Mara (UiTM) Bandaraya Melaka	Bachelor in Business Administration in Human Resources Management	CGPA : 3.25

WORKING EXPERIENCE

Year	Job Position	Job Description
June 2012 – July 2012	Account Clerk Perumahan Hartanah Selangor Sdn Bhd (PHSSB)	<ul style="list-style-type: none">• Prepare payment receipt to a renter• Arrange new renter interview's• Updating renter payment• Updating renter information• Prepare a warning notice to renter who made a late payment
August 2012 – Jan 2014	Account Assistant (Internal Audit Department) Majlis Perbandaran Subang Jaya (MPSJ)	<ul style="list-style-type: none">• Prepare a letter and memo to other department• Prepare audit report paper work• Provide an audit report• Assist other officer to gather audit data• Assist other officer to analysis audit data• Assist other officer to provide audit report

		<ul style="list-style-type: none"> • Involve in physical audit to other departments • Prepare audit report according to annual work target • Assist an administrative work
August 2016 – November 2016	Internship Student (Human Resources and Administration Department) Central Sugars Refinery Sdn Bhd (CSR)	<ul style="list-style-type: none"> • Shortlist candidates according to the requirement for interview • Set up internal training program • Handling training events • Filling document and prepare letter • Assist the executive do their work • Fulfil the employees need such as pay slip, stationery, employer letter and etc.
February 2017 – Until now	Human Resources Executive MS Time Sdn Bhd	<ul style="list-style-type: none"> • Responsible for timely payroll processing, collate payroll information and generate report from Quick Pay Payroll System • Recording, maintaining and monitoring attendance to ensure employee punctuality • Preparing and processing timely distribution of salary, bonus, increment salary slip and leave • Preparing letters such as warning letter, show cause letter and etc. • Preparing and submitting all relevant HR documents • Preparing salary statement • Checking travel and tour expenses • Reviewing resumes and applications • Conducting recruitment interviews and providing the necessary inputs during the hiring process. • Maintaining HR records, such as those related to compensation, health and medical insurance • Preparing and submitting all relevant HR letters/ documents/ certificates as per the requirement of employees • Assists in ad-hoc HR duties assigned by the manager

SKILLS AND PERSONAL CHARACTERISTICS

Skills	Personal Characteristics
Advance in Microsoft Word	Good communication skills
Advance in Microsoft Power Point	Positive attitude
Intermediate in Microsoft Excel	Self-motivated
Basic in Accounting System MYOB	Able to work independently
Intermediate in Quick Pay System (Payroll)	Able to work under pressure

AWARDS AND ACHIVEMENTS

- Project leader “Lets Fit Together” – UiTM Kampus Bandaraya Melaka 2016
- Committee member of invitation, protocol and hall for “Hasta La Vista” events – UiTM Kampus Bandaraya Melaka 2017

SKILLS AND LANGUAGES

Languages	Spoken	Writing
English	Good	Excellent
Malay	Excellent	Excellent
Arabic	Basic	Basic

EXPECTED SALARY

RM 2,300.00 – RM 2,500.00 (Negotiable)

REFERENCES

Name : Puan Norhidayah Binti Zaini
Job Position : Human Resources Lecturer
Company Name : University Teknologi MARA (UiTM) Bandaraya Melaka
Contact No. : 019-3511503

Name : Puan Noraziah Binti Ali
Job Position : Penolong Pengarah Kanan Bahagian Audit Dalam
Company Name : Majlis Perbandaran Subang Jaya (MPSJ)
Contact No. : 03 – 80263202