Muhamad Zuhair bin Zainal Abidin

No. 6, Jalan Dagang 12,

Taman Dagang Jaya,

68000 Ampang,

Selangor.

OCK Group Berhad

No. 18, Jalan Jurunilai U1/20, Seksyen U1,

HICOM Glenmarie Industrial Park,

40150 Shah Alam,

Selangor,

Malaysia 28 MAY 2017

Dear Sir,

APPLICATION FOR AN INDUSTRIAL TRAINING PLACEMENT: ELECTRICAL POWER ENGINEERING

I am interested to apply for an industrial training at your company in the above mentioned field. The date for the training is from 22nd May 2017 to 18th September 2017 or minimum of 12 weeks duration.

I am a student of the Universiti Tenaga Nasional pursuing the Bachelor of Electrical Power Engineering (honors), and now in my seventh year of studies. My current CGPA is 2.80 and I have taken some courses such as Power Quality, Power Distribution Engineering, Power Electronics, Power System Protection and Electrical Power System. I hope to gain an industrial experience as an electrical engineer and especially in research area.

Attached herewith the verification letter from my institution and my curriculum vitae.

Thank you.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MUHAMAD ZUHAIR BIN ZAINAL ABIDIN

zuhair908@gmail.com

**CURRICULUM VITAE**

**PERSONAL PARTICULARS**

Full Name: Muhamad Zuhair bin Zainal Abidin

IC No.: 901008-14-5705

Address: 6, Jalan Dagang 12, Taman Dagang Jaya, 6800 Ampang, Selangor.

Telephone No.: 017-3476857

Age: 26

Date of birth: 8th October 1990

Place of birth: Hospital Besar Kuala Lumpur

Health: No health problems

Height and Weight: 170cm, 66kg

Spoken and Written Languages: Malay and English

EDUCATIONAL BACKGROUND

2009 - 2017: Universiti Tanaga Nasional

Bachelor of Electrical Power Engineering (Hons.)

Current CGPA: 2.80

Engineering subjects taken:

Principles of Programming for Engineers

Circuit Analysis

Digital Logic Design

Electronic Analysis and Design

Electrical Machines and Drives

Signal and System

Thermodynamics

Electromagnetic Fields and Waves

Numerical Method for Engineers

Electrical Power System

Control System

Microprocessor System

Communication System

Digital Signal Processing

Power Electronics

High Voltage Technology

Power Distribution Engineering

Power Quality

Power System Protection

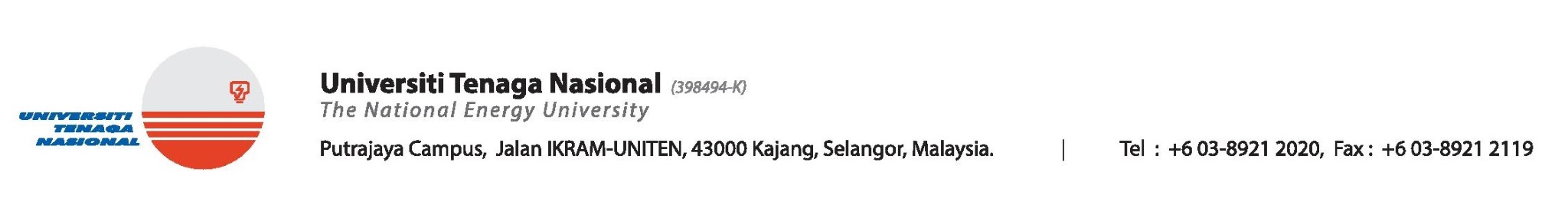
Computer literacy: Microsoft Office, partially MATLAB

**HOBBIES AND INTERESTS**

Reading novels, surfing the internet.

**CAREER AMBITION**

To own an engineering consultant firm within 8 years.



|  |  |  |  |
| --- | --- | --- | --- |
| **Ref. No.** | : UNITEN/COE.23/2/1-14 | **Tel** | : 03-89212020 (Ext: 6218) |
|  |  | **Fax No** | : 03-89212116 |
| **Date** | : 22/05/2017 | **Email** | : coetraining@uniten.edu.my |

**TO WHOM IT MAY CONCERN**

**INDUSTRIAL TRAINING**

Name of Student **: Muhamad Zuhair bin Zainal Abidin**

Student ID **: EP083489**

Program **: Bachelor of Electrical Power Engineering (Hons.)**

This is to inform that the above applicant is our student from the College of Engineering, Universiti Tenaga Nasional.

As part of the UNITEN Engineering Academic programs, an engineering student has to undergo an industrial practical training for a period of 12 weeks from **19/06/2017** **until 10/09/2017**. The purpose of the training is to expose the student to the various aspects of industrial practices and work ethics.

We appreciate your kind consideration and assistance on the industrial training placement for the named student above. Please do not hesitate to contact me or the respective department coordinator listed in Appendix 1.

If you are willing to accept this student for internship, please fill up the attached form in Appendix 2 and send it back to us.

Yours truly,



**(Assoc. Prof. Dr. Nasri Bin A. Hamid)**

Deputy Dean (Student Affairs & External Relations)

College of Engineering

Universiti Tenaga Nasional

**Appendix 1**

**Industrial Training Coordinator**

|  |  |  |
| --- | --- | --- |
| **Department** | **Coordinator’s Name** | **Contact** |
| Civil Engineering | Dr. Mohd Hafiz Bin Zawawi | MHafiz@uniten.edu.my 03-8921 7245 |
| Electrical Power Engineering | Mrs. Chen Chai Phing | Chencp@uniten.edu.my 03-8921 6646 |
| Electricals and Electronics Engineering | Mrs. Ayuniza Ahmad | Ayuniza@uniten.edu.my 03-8921 2278 |
| Computer and Communication Engineering | Mrs. Ayuniza Ahmad | Ayuniza@uniten.edu.my 03-8921 2278 |
| Mechanical Engineering | Mrs. Zaimah Hasan | Zaimah@uniten.edu.my 03-8921 2225 |

**General Inquiry**

Fatin Syamimi binti Shaaban

Tel : 03-89212020 Ext: 6209

Email : coetraining@uniten.edu.my

**Appendix 2**

**INDUSTRIAL TRAINING REPLY FORM**

1. Name of the undergraduate student to be accepted for the practical training

|  |  |
| --- | --- |
| Student’s name | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| IC No | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Start Date | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| End Date | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. Mailing address and contact number of the practical training location

|  |  |
| --- | --- |
| Company’s name | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Address | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Telephone No | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Person in Charge | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Fax No | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Email Address | **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. Other special requirements, if any please specify

Signature **:**

Name **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Company’s stamp **:**

**Please reply and respond within a month to the respective student.**