SUBEHANAR BIN BASRI

Sime Darby Jalan Merotai

Kampung Pertama Bombalai

P.O.BOX 135, 91007 Tawau Sabah.

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

HICOM Glenmarie Industrial Park,

40150 Shah Alam, Selangor, Malaysia

APPLICATION FOR INTERNSHIP

My name is Subehanar bin Basri. I am writing to apply for the internship in your organization for 4 months starting from 04 January 2016 until 04 Mei 2016. I am currently in the final year finishing my degree in Business Administration (BBA) at Twintech International University College of Technology. I have taken many courses like Accounting, Business & Company Law, Human Resource, Service Marketing, Principles of Economics, International Business and many more in my degree years. In addition to those, I have also partaken in the Customs Agents Executive course on MAY 2015.

For the past few years before entered the university, I have been working part-time as Office boy and Dispatch at Brothers Motor Sdn. Bhd Tawau (2012) and Packaged product at Nippon Express Shah Alam (2013 and 2014).

In short, I am very interested to do an internship with growing company like yours. I request you to provide me the change to do an internship and to maintain learning from the organization. I enclose a copy of my resume to give you further details about my experience.

I look forward to receiving a reply from you.

Yours faithfully,

Subehanar Bin Basri

Enclosure: Resume

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**SUBEHANAR BIN BASRI**

Contact Address: Sime Darby Jalan Merotai Kampung Pertama Bombalai 135, 91007 Tawau Sabah

Contact No: +6017-6475155

E-mail Address: [Potret\_vintage@yahoo.com](mailto:Potret_vintage@yahoo.com)

**Career Objective:** To obtain a job by any company in accordance with my qualifications where I can use my talents and skills to develop and help grow the company.

#### PERSONAL PARTICULARS

Name : Subehanar bin basri Date of Birth : 06 May 1992

IC No : 920506-12-5583

Gender : Male Nationality : Malaysian

Race : Bugis City / State : Tawau/Sabah

Marital Status: Single Country : Malaysia

Phone No : +6017 6475155

#### EDUCATION

*2012-2015*

**Institution**: Alpha College of Technology in Collaboration with International University College of Technology Twintech.

**Deggre**  : Bachelor's Business Administration (hons) in Technology Management.

**Latest CGPA (Sem 1-Sem 5**): 2.72 (Gred A in Accounting 1 and 2 in sem 1 and 2)

**Related course work**: Accounting, Marketing, Business Law, Industrial Engineering, IT project.

*2009-2012*

SPM and STPM at S.M.k Abaka Tawau Sabah

#### EXTRA COCURRICULAR ACTIVITIES

*2013 (Semester 1-2)*

* Joined Futsal Tournament
* Joined Table Tennis Tournament

*2014(Semester 3)*

* Joined Badminton Tournament
* Joined Futsal Tournament

*2015 (Semester 5)*

* Joined volleyball Tournament (First place)
* Joined Badminton Tournament (First place)
* **Participated in Custom Agent(Executive)**

#### WORK EXPERIENCE

*Jan-March 2012*

Office boy or dispatch at Brothers Motor Sdn.bhd Tawau Sabah

* Sent a letter to get agreement on insurance, road tax, and bank.

*May-June 2013*

Part time at Nippon Express at Shah Alam

* Packaging product

*November-December 2014*

Part time at Nippon Express at Shah Alam

* Packaging product

#### SKILLS

* Competent in the use of Microsoft Office package such as Word, Power Point and Excel.
* Fluent in Bahasa Malaysia, English (writing and speaking)
* Able to lead, motivate and interact with people of any level

**PERSONAL TRAITS**

I am a very determined, hardworking, yet diplomatic person. Besides, I am able to establish good communication and relationship with team, working under pressure with tight deadline, always willing to share knowledge and learn new things, cautious in whatever I do and tenacity to ensure success in delivery.

#### REFERENCE

Name:Mdm. Monalisa Muharam

Position: Lecture of Alpha College of Technology

Seremban 2, Negeri Sembilan

Phone No.: 012-7320765

Abdul Aziz Muhammad Yusoh

Administrative Officer

Alpha College of Technology,

Seremban 2, Negeri Sembilan.

Tel: 019-2593782