Mohamad Firdaus Bin Mohamed Ishak

No. 11, Jalan Pualam Tiga 7/32c, Seksyen 7, 40000 Shah Alam, Selangor

Email : mohamad\_firdaus34@yahoo.com.my

Mobile : 013- 3375613

2 April 2016

Application for Internship ‘’29 May 2017 – 8 September 2017’’

Dear sir,

With reference to your advertisement on website, I wish to apply for an internship at your company.

As a final student of Bachelor of Human Resource Management at University of Selangor. I have developed an intensive experiences and knowledge from my program. I would like to apply these experience and knowledge to this internship position.

This internship is beneficial to me at these stage of my development process since its fit my educational background , my continuing willingness to learn a new skills. Furthermore, I am a quick learner, hardworking ,ambitious person, friendly and motivated by goal achievement.

This accompanying resume can serve to provide you a greater details of my background

Thank you for your time and consideration.

Sincerely,

Mohamad Firdaus Bin Mohamed Ishak



**Personal Details:**

Name : Mohamad Firdaus Bin Mohamed Ishak

Current Address : No. 11, Jalan Pualam Tiga 7/32c, Seksyen 7, 40000 Shah Alam, Selangor

Permanent Address : No 19. Kampung Jeragan , 28500 Lanchang, Pahang Darul Makmur

Telephone : 013- 3375613

E-mail : mohamad\_firdaus34@yahoo.com.my

I.C.Number : 920215-06-5613

Date of Birth : 15 Februari 1992

Age : 25 year’s old

**Objective:**

To gain more experience in the working environment and gain a motivation during internship.

**Education Background:**

|  |  |  |
| --- | --- | --- |
| **School/University** | **Year** | **Results** |
| **Bachelor of Human Resources Management**  (University of Selangor) | **2012-2017** | **2.30** |
| **STPM** (SMK Dato Bahaman) | **2010-2011** | **2.45** |
| **SPM** (SMK Dato Bahaman) | **2009** | **2A, 1B, 3D, 3E, 1G** |
| **PMR (** SMK DatoBahaman) |  | **4A, 3B, 1C** |
| **UPSR (**SK Kuala Kaung**)** | **2004** | **2A, 3C** |

**Extra Curricular Activities:**

|  |  |  |
| --- | --- | --- |
| Pengambilan Ahli Baru Pesatuan Seni Silat Cekak Malaysia | Ahli Jawatankuasa | 2017 |
| Persatuan Seni Silat Cekak Malaysia | Ahli Jawatankuasa Khas | 2015-2017 |
| Tugasan Penyelidikan & Kolokium | Peserta | 2011 |
| Pengawas Sekolah | Penolong Ketua | 2011 |
| Kadet Polis | Koperal | 2009 |
| Kelab Bola Sepak | Pengerusi | 2009 |

**Employment History:**

Uber & Grab Car

* Partime
* 2016 – 2017
* Reason: Working during leisure time such as semester break

7 – Eleven

* Partime
* 10 Mei – 31 July 2015
* No 8. Jalan Platinum E/7E , Seksyen 7, 40000 Shah Alam, Selangor
* Working during semester break

Kenny Roger Roasters, I-City

* Partime ( Morning )
* 3 Jun – 3 October 2014
* Jalan Multimedia7/Ah , I-City, 40000 Shah Alam, Selangor
* Reasons : I have a financial problems that I need to do more partime job

Snow Walks, I-City

* Partime ( Night )
* 7 April – 30 September 2014
* Jalan Multimedia7/Ah , I-City, 40000 Shah Alam, Selangor
* Reasons : I have a financial problems that I need to do more partime job

Domino’s Pizza

* Partime (Morning)
* 7 April – 1 Jun 2014
* No 22, Ground Floor, Jalan Tengku Ampuan Zabedah D/7D, Seksyen 9, 40100 Shah Alam , Selangor
* Reasons : I have a financial problems that I need to do more partime job

**Skills:**

Languages:

Can write & speak well in Malay & English

Computer skills

Able to using the Microsoft Word, Excel, Power Point.

Leadership, Teamwork & Management:

* Able to work in a group
* Actively involve in various activities throughout the study period
* Want to learn a new things
* Responsibility, hardworking, friendly, helpful

**References:**

1. Company : Snow Walks, I-city

Address : Jalan Multimedia7/Ah , I-City, 40000 Shah Alam, Selangor

Staff Leader : Suhaila Binti Ismail

Phone No. : 012 - 9126602

1. Company : Domino’s Pizza

Address : No 22, Ground Floor, Jalan Tengku Ampuan Zabedah D/7D, Seksyen 9, 40100 Shah Alam , Selangor

Phone No. : 1-300-88-8333

1. Lecturer Name : Madam Asmahan Binti Mohd Ali

Phone No. : 0192323530