MOHAMMAD SHAHIMI BIN HALIMI

NO 74 JALAN PEGAGA

U12/7 TAMAN DESA ALAM

40170 SHAH ALAM

SELANGOR

Dear Sir/Madam

**APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT**

With regard to the above matter, I am writing in seeking industrial training placement in your organization.

I am final year student pursuing the Bachelor Of Business Management at university Selangor, planning to undergo industrial training commencing 16/1/2017-28/4/2017 for duration about 15 week/3month. The industrial training is a partial requirement for the award of degree.

I am keen to join your esteemed organization as I believe that your company provide great opportunity for me to learn and acquire the practicality aspect of my study area.

Attached is my resume for your review. I would like the opportunity to further discuss with you on my application. Please let me know if I can call your office to see if we might arrange a convenient time to meet.

A formal letter of application issued by the university will be send to you once you indicate your acceptance to offer industrial training placement.

Thank you for your consideration.

Yours faithfully,

MOHAMMAD SHAHIMI BIN HALIMI

Phone no: 0129210446

Email: shahimimohammad@yahoo.com

**RESUME**

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**MOHAMMAD SHAHIMI BIN HALIMI**

**OBJECTIVE**

To get an internship in related field of industrial management

**PERSONAL DETAIL**

Name : MOHAMMAD SHAHIMI BIN HALIMI

Age : 24

Place of birth : HOSPITAL BESAR KUANTAN

Date of birth : 3/10/1992

Gender : MALE

Nationality : MALAYSIA

Religion : ISLAM

Race : MALAY

Marital status : SINGLE

Correspondence address : NO 74 JALAN PEGAGA U12/7, TAMAN DESA ALAM, 40170 SHAH ALAM, SELANGOR

Tel(hand phone) : 012-9210446

Email : [shahimimohammad@yahoo.com](mailto:shahimimohammad@yahoo.com)

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NO | QUALIFICATION | YEAR | INSTITUTION | YEAR OF GRADUATION | GRADE/CGPA |
| 1 | Bachelor of business management | 2014 | University Selangor | 2017  (expected ) | 3.43 |
| 2 | Diploma in accounting | 2010 | College professional mara | 2010 | 2 |

**SKILLS**

1. COMPUTER SKILL
   1. Operating system: window 7/8
   2. Software: Microsoft Office( word, power point, excel )
2. Languages
   1. Fluent in English (written and oral)
   2. Fluent in Bahasa Malaysia (written and oral)
3. Possess driving license class D and B2
4. Have sense of responsibility and integrity of task given

**WORKING EXPERIENCE**

1. COMPANY: Pizza Hut (part time)

POSITION : Kitchen staff, cashier

INDUSTRY: Food and beverages

1. COMPANY: Eastern pacific company (practical)

POSITION : clerks

INDUSTRY : shipping

**ACTIVITIES AND TRAINING**

* Represent college for Biz Week 2011, Festival Ramadhan KPMIM
* JPA
* Involve in badminton intercourse in KPMIM
* Committee in bachelor of business management club
* Committee in colour run 2.0 in Unisel

**REFERENCE**

JULIZA BINTI ROSLI

Faculty of Business

Head of Program

Bachelor of Business Management

University Selangor

Email: juliza@unisel.edu.my

Phone Number: 013-2807671@03-55223546