



# MUHAMMAD AFIQ

## MUHAMMAD AFIQ BIN ALWADUD

Male, Single, Malay, 950213-03-5557, 13 February 1995

### CAREER OBJECTIVE

Dedicated and self-motivated individual seeking for a position in a reputable organization to utilize my personal capability and creativity where I can enhance my skills and improve my knowledge. Am willing to face new challenge in fulfilling the company vision and expanding my career.



No 10, Jalan Pauh 4/2B, Seksyen 4,

40000 Shah Alam, Selangor.



afiqw17@gmail.com



+6013- 284 2113

### SKILLS

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

### PERSONAL SKILLS

Creativity

Teamwork

Communication

Leadership

### LANGUAGES

Malay

English

### REFERENCES

#### NURUL FAIZATUL

Executive of Finance Department  
Mydin Mohamed Holdings Bhd.  
USJ 1, Subang Jaya.  
Phone: +6010-299 4085

#### ZAMRIZAL

CEO of iPlace Management  
Section 16, Shah Alam.  
Phone: +6019-488 1988

#### LIYANA

Human Resources of Asam Pedas Premier  
Klang  
Phone: +6018- 232 4490

### EDUCATION

#### UNIVERSITI TEKNOLOGI MARA, LENDU ALOR GAJAH

2013 - 2018

Diploma in Accountancy  
CGPA: 2.5

#### SMK SULTAN SALAHUDDIN ABDUL AZIZ SHAH

2011 - 2012

Sijil Pelajaran Malaysia (SPM)

#### SMK SULTAN SALAHUDDIN ABDUL AZIZ SHAH

2008 - 2010

Penilaian Menengah Rendah (PMR)

### EXPERIENCE

#### Asam Pedas Premier Sdn Bhd

October 2022 – March 2023

- Account cum Admin. Responsible in Data Entry. (Invoices, payroll, utilities bills)
- (SQL system)

#### AEGIS BPO Malaysia Sdn Bhd (Startek), Ara Damansara

June – Sept. 2022

- Customer Service for Startek mobile industry.
- Liaise with clients and customers regarding mobile service products.

#### Mydin Mohamed Holdings Bhd, USJ 1 Subang Jaya

July 2019 – April 2022

- Finance Helpdesk team to entertain suppliers and vendors inquiry,
- Account Payable team as to prepare payment and reconciliation,
- Non-Trade team for any ad-hoc assignment.
- (SAP SYSTEM)

#### iPlace Management, Section 16, Shah Alam

March - June 2019

- Handling invoice, credit payment and discount vouchers to customers client.
- Operational staff. Provide homestay service.

#### Koperasi UiTM Melaka

2016 - 2018

- Handling invoices and goods.

#### Cool Blog, Section 3, Shah Alam

February - March 2014

- Promoting products, discounted items.

#### Anakku, SACC MALL

January - March 2013

- Entertains customers order and handling cashiers.

### STRENGTH

- Excellent written and verbal communication skills.
- Strong problem-solving and analytical skills.
- Ability to work independently in a fast-paced environment.
- Strong interpersonal skills and positive work ethic.
- Able to coordinate several tasks simultaneously.