



WAN MUHAMMAD HAZIQ BIN WAN ISZHAM

OBJECTIVE

To obtain a position where I can make good use of my educational background, develop what I have learned and acquire new skills through experience. Overall, I want to be a versatile person and can gain as much experience and put high responsibilities of work and duties to help the organization achieves its goal and objectives.

CONTACT INFORMATION

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PERSONAL PARTICULARS

Date of Birth:	9 March 1990	IC Number:	900309-08-5457
Nationality:	Malaysian	Gender:	Male
Marital Status:	Single		

EDUCATIONAL BACKGROUND

2012-2015	Bachelor of Corporate Administration (Hons.) Universiti Teknologi MARA (UiTM) CGPA: 2.82
2009-2012	Diploma in Public Administration Universiti Teknologi MARA (UiTM) CGPA: 2.83

SKILLS AND KNOWLEDGE ACQUIRED THROUGH EDUCATION COURSES

Management

- Principles of Management and Public Administration
- Introduction to Public Sector Personnel Administration
- Public Sector Quality Management
- Local Government Administration and Development Administration
- Public Financial Administration
- Industrial Relations and Public Relations
- Human Resource and Organizational Behavior
- Innovation Management, Environmental Management, Service Management
- Corporate Governance and Corporate Finance

Accounting

- Introduction to Accounting I & II
- Financial Accounting
- Management Accounting
- Taxation I & II
- Company Accounts

Information Technology

- Interactive Multimedia
- Management Information

Others

- Political Science, Government and Politics, Southeast Asia Current Affairs
- Micro and Macro Economics, Entrepreneurship, International Business
- Malaysian Legal System, Administrative Law, Business Law, Malaysian Company Law
- Company Secretarial Practice

EMPLOYMENT EXPERIENCES

- 2021 - Protege at Galaxy Aerospace M Sdn Bhd
 - Managing store at Navy Base TLDM Lumut
 - Maintain inventory using Aeronet system
 - Prepare the consumable items for aircraft inspection
 - Prepare documents for items to bring outside Navy Base for repair
- 2020 - Daily Part-Time Worker - Pharmacy, Simee Health Clinic
 - Managing the store
 - Assist dispensing medicine to patients
 - Administrative job
- 2017 - Logistic Supervisor - Yamaha Electronics Manufacturing Ipoh Perak
 - Handling the export of products to various parts in the world
 - Calculate the right amount of items to export to fit in in the container
 - Managing schedule and shipping for export
 - Getting approval from Malaysia customs and other countries
- 2014 - Internship - Corporate Communications Unit UiTM Perak
 - Create and managing events such as venue reservation and PA system
 - Dealing with other people and companies for event collaboration
 - Designing banner and brochure for event invitation
- 2008 – Crew - McDonalds Kinta City Ipoh
 - Worked in various position such as the kitchen, counter and cleaning

SKILLS

- Proficient in the use of computer such as Words, PowerPoint and Excel.
- Proficient in speaking and writing English and Malay.
- Excellent communication skills
- Self-motivated, responsible, sense of humor, able to work well with others and positive-minded person.
- Some experiences in working in an office environment

ACTIVITIES

Universiti Teknologi MARA:

- Volunteer during the election in Bagan Datoh, Perak
- Vice President, Eco-Friendster Club
- Participant in Poetry Reader – Longest Non-Stop Poetry Recital
- Member of Diploma in Public Administration Club (DiPAC)

School:

- School Prefect
- First winner (champion) in English Drama Competition in Hulu Perak
- Participant in Web Designing and Internet
- Participant in Basic Multimedia Course

REFERENCE

Puan Sharifah Faatihah Syed Mohd Fuzi
Head of Department, Corporate Administration Studies
Universiti Teknologi MARA
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