



# MOHAMAD RAZLAN ARIF BIN AB RAHMAN

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Sarawak.

Proactive and outgoing bachelor's degree of Administrative Science graduate with indisputable leadership and social skills. Being raised in several states throughout Malaysia had developed the individual into a highly motivated and flexible person, with advanced skills in several programmes which includes Microsoft Office, Google Workspace and IBM SPSS Software. Excellent in research, methodology and analytical skills which lead to solution that had a positive impact on business goals. Due to past experience during university and working era, this person is highly fluent in *Bahasa Malaysia* and English Language, which leads great communication and teamwork skills which encourage strong relationship with the public.

## EDUCATION

- **Universiti Teknologi MARA (UiTM) Kampus Seremban (2020 – 2023)**  
Bachelor's Degree in Administrative Science (Hons.) [CGPA: 3.58]
- **Universiti Teknologi MARA (UiTM) Kampus Dengkil (2018 – 2019)**  
Foundation in Law [CGPA: 2.96]
- **Maktab Rendah Sains MARA Langkawi [2012 – 2016]**  
Sijil Pelajaran Malaysia (SPM)

## EXPERIENCES

### Executive Group's Internal Auditor (UMW Corporations Sdn Bhd) [March 2023 – September 2023]

- Assigned to conduct internal audit in regards with the process of the subsidiary companies of UMW Corporations.
- Entrusted to administer internal audit on behalf of the corporation for several remarkable sector which are Aerospace, Automotive and Governance.
- Mainly engaged with the management of the companies to ensure the business transactions and process are bound to the international standards laid down by ISO.

### Internship at Sarawak Economic Development Corporation (SEDC) [July 2022 – October 2022]

- Assigned as Interns at Legal Affairs Division mainly for administrative and clerical tasks in the division.
- Highly involved in File Management which includes tenancy contracts and legal cases involving SEDC.
- Directly involves in research and identification of evidence to be inserted into bundle of documents to be submitted to court.

### Head of International Programme "THE INTERNATIONAL ROUNDTABLE DISCUSSION ON SUSTAINABLE DEVELOPMENT AND YOUTH" [January 2023]

- Tasked with the planning, coordinating and recruiting committees to manage a series of meeting members of organization as well as the foreign party from Universitas Perintis Indonesia (UPERTIS).
- Meeting with the supervisors and the Faculty's Dean in regards with the protocol of the programme.
- Supporting committees through continuous assistance in regards with the software including OBS Software.

### Office worker at private bunkering company (Better Alternatives Sdn Bhd.) [January 2017 – August 2017]

- Tasked to fill in pre-requisite bunkering form including Custom's K8 Form and company's invoice.
- Supporting the operational staff on the company's vessel throughout days and nights at various maritime area, including Tawau and Lahad Datu, Sabah.
- Involves in several meeting with the board members in regards with the financial and operational planning of the company.

## Language

- Native in Bahasa Malaysia
- Proficient in English Language

## Skills

- Microsoft Office
- IBM SPSS Software
- Leadership
- Google Workspace
- OBS Software
- Communication