



# Haszizi Bin Hassim

## ABOUT ME

**NRIC. :** 870216-14-5911

**D.O.B:** February 16, 1987

**P.O.B:** Kuala Lumpur


**Age:** 36

**Gender:** Male

**Marital Status:** Married

**Types of License:** B2, D, GDL

## CONTACT

 013-2653547



fayyadh\_fawwaz@yahoo.com



A-6-7 PPAM Metropolitan  
Kepong, MRR2,  
52100 Kepong,  
KUALA LUMPUR

## INTEREST

Machines

Travelling

Surfing the Internet

Coffee

Local & Foreign News

Indoor Sports Games

## CAREER OBJECTIVE

To be able to work for an encouraging and stable company that will assist me in developing, improving, and obtaining the necessary skills in order to become the best employee possible.

## EDUCATION

2007

SKM Level 2  
Certificate of Refrigeration & Air  
Conditioning Technology

IKM, Besut, Terengganu

2004

SPM  
Sekolah Menengah Taman Dato'  
Harun, PJ Selangor

## SOFT SKILLS

- Great at problem solving
- Ability to quickly create and apply ideas and solutions
- Attentive listening
- Effective oral communication skills
- Expert on the Klang Valley route
- Carefully and efficiently operate company/employer vehicles

## COMPUTER SKILLS

Microsoft: Microsoft Word,  
Microsoft Excel, Microsoft  
Power Point

## LANGUAGE

(Speech & Written Proficiency)

MALAY



ENGLISH



## Expected Salary:

RM3500 / per month (Negotiable)

## Possess Own Transport:

YES

## Termination Notice:

2 Months' notice

## **WORK EXPERIENCE**

### **Driver**

#### **Warehouse Section**

#### **Galaxy Aerospace (M) Sdn Bhd (18 Apr 2022 – current)**

---

- Responsible for sending and collecting spare parts i.e. helicopter spare parts
- Responsible for sending and collecting documents
- Pick up and drop off guests, staff
- Driver for staff, and MD
- Sending company vehicles to be serviced
- Assisting store work, such as packing, labeling, etc...

### **Personal Driver cum Dispatch**

#### **Sinwah Industries Berhad**

**(Apr 2016 – Sept 2020)**

---

- Personal driver for director and family
- Sending and picking up the employer's children from school and tuition centers
- Make delivery work and
- Any work directed from time to time

### **Document Controller**

#### **Carimin Engineering Services Sdn. Bhd.**

**(Apr 2012 – Feb 2016)**

---

- Regulate all relevant documentation for incoming & outgoing projects and monitor with transmitters
- Updating the status for the Master document register (MDR)
- Update all status and save in PMT
- Supervise and manage all documents for softcopy & hardcopy
- Maintain the confidentiality of documents
- Collect all documents or drawings from clients or consultants
- Prepare documents for final documentation

### **Technician**

#### **Sinar Teknik Sdn. Bhd.**

**(2008-2012)**

---

- Regulating air conditioning maintenance building
- Perform service work
- Prepare daily reports

---

## **REFERENCE**

Name: Mr. Muhamad Fareez Adini  
Position: Document Controller  
Company : HESS Oil & Gas.  
H/P : 016 – 4411987

Name: Mr. Muhammad Saiful Kamaruddin  
Position: Document Controller  
Company : Samsung C&T.  
H/P : 013 – 6344934

