



SHEIKH ABDUL A'ZIM ALHABSHEE BIN ABDUL AZIZ

Date of Birth : 21 November 1994

Gender : Male

Nationality : Malaysian

OBJECTIVE

Seeking an opportunity with an establish organization, that recognizes and utilizes my true potential especially administration and human resources field.

CONTACT



abdul_azim94@yahoo.com



012-5219277



No. 2 Laluan Meru Permai 2
Halaman Meru Permai
30020 Ipoh Perak

SKILLS

Microsof Word : Excellent

Microsoft Excel : Moderate

Microsoft Powerpoint : Excellent

LANGUAGE

English : Intermediet

Malay : Excellent

EDUCATION

Certified Quality Management System Executive

ISO 9001:2015 MS

Ungku Omar Polytechnic

Bachelor in Bussiness Administration
2015-2019

Seberang Perai Polytechnic

Diploma in Islamic Banking & Finance
2012-2015

WORKING EXPERIENCE

January 2020 – September 2021

- **Receptionist at DWJ Hotel**
 - Providing rooms for guests with or without reservation
 - Handle Complaints and Requests
 - Responsible for balancing cash accounts at the end of shift

August 2018 – December 2018

- **Internship Trainee at SME Corp Perak**
 - Monitoring and managing data of SME Entrepreneur around Perak
 - Business advisory and consultation towards Entrepreneur
 - Participating with public exhibition in promoting SME Corp grant

July 2015 – September 2015

- **Executive Assistant at Ivory Pearl Sdn Bhd**
 - Managing stock as to comply with company procedure

CURRICULAR ACTIVITIES

Program Manager for Lets Enjoy Archery

- Monitor the program and assist the committee
- Responsible for managing voluntary work

Committee Member of "Karnival Jom Niaga" in conjunction with SME Week

- Lead promotional team in attracting people to attend the event

Committee member for Karnival Usahawan in Ungku Omar Polytechnic

- Responsible to held contest as to attract student and outsider to attend the programme.

REFERENCE

Name : Mrs Yanti bt. Yusop

Contact No. : 05-5457622/5457656

Designation : Lecturer

Organization : Ungku Omar Polytechnic

Name : Mr. Mohamad Rozlan b.

Mohamad Razalli

Contact No. : 019-6646172

Designation : State Director

Organization : SME Corp Malaysia Perak Office