



MOHD ZAKWAN MUHAMMAD

Mailing Address		Permanent Address	
Address	: No. 77 Jalan Jeriji, U1/71C Glenmarie 40150 Shah Alam	Address	: No. 77 Jalan Jeriji, U1/71C Glenmarie 40150 Shah Alam
Tel (Home)	: +603-78446464	Tel (Mobile)	: +6012-2646464
Email	: zakwanmuhammad@gmail.com		

Personal Particulars

Age	: 24 years old	Date of Birth	: 10 th October 1993
Nationality	: Malaysia	Gender	: Male
Marital Status	: Single	IC No.	: 951010-14-5245

Educational Background

Highest Education

Level	: Bachelor Degree (2013 – 2015)	CGPA:	3.
Field of Study	: Office Systems Management		

Second Highest Education

Level	: Diploma (2011 – 2013)	CGPA:	3.
Field of Study	: Office Management & Technology		

Skills

Courses covered in Universiti Teknologi MARA (UiTM)

A. Bachelor Degree

Core Courses

Administrative Office Management II & III
Advanced Integrated Software Applications
Management of Administrative Records II
Communication for Administrative Professionals II
Administrative Database Management
Management of Computer Networks
Research Methods
Telecommunication Technologies

Office Project Management
Issues in Administrative Management
Office Business Process
Office Systems Analysis and Design
Office Practicum

University Courses

Mandarin
English Language: Writing for Specific Purposes
Report Writing
Ethnic Relations

Minor: (Human Resource Management)

Introduction to Human Resource Management
Organizational Behavior
Human Resource Development
Management of Change
Quality Management

Electives

Introduction to International Business
Multimedia for Information Professional

B. Diploma

Info. Skills for Administrative Services Personnel	Introduction to Public Relation
Document Processing I & II	Office Software Applications
Office Administration I & II	Law & Procedures of Meetings
Records Mgmt. for Administrative Ser. Personnel	Public Speaking for Secretaries
Interpersonal Communication	Business Mathematics
Executive Note-taking	Office Simulation
Office Software Applications	Law & Procedures of Meeting
Organizing Skills	Economics
Accounting	Behavior in Organization

Languages

Language

English	Exceptionally good in writing and speaking
Bahasa Malaysia	Exceptionally good in writing and speaking
Mandarin	Basic

Activities

2013 (May) Obtain PADI's Open Water Diver Certificate

UiTM (Malaysia – Shah Alam)

2013 Participate in futsal 'Piala Dekan'.

UiTM (Melaka – Alor Gajah)

- 2011 (December)** Join UiTM's KESATRIA (commander).
- 2011 (August)** Participated in Melaka State National Day Marching Competition.
- 2001 (August)** Organized an event (Jom Makan Buah!) at UiTM Melaka.

School

- 2009** A Football Club member at Sekolah Menengah Teknik Shah Alam (secondary school)
- 2009** Involved in Police Cadet as Corporal
- 2009** Taking part in various Police Cadet activities – Selangor state marching competition.

Achievements

- 2011 (October)** Obtain Dean's List award.
- 2012 (October)** Obtain Dean's List award.

Working Experiences

Company Name : Universiti Teknologi MARA
(Faculty of Office Management & Technology)

Position Title : Admin Assistant (undergraduate working scheme-SKP)

Duration : 24th April 2012 – 30th June 2012

Monthly Salary : RM

References

Name : Prof. Madya Dr. Rudzi Munap
Dean
Faculty of Office Management & Technology
Universiti Teknologi MARA Malaysia
40450 Shah Alam
Selangor Darul Ehsan

Tel. No. : +603-55435546

Name : Puan Shereen Noranee
Coordinator of Industrial Training (Degree Programs)
Faculty of Office Management & Technology
Universiti Teknologi MARA Malaysia
40450 Shah Alam
Selangor Darul Ehsan

Tel. No. : +603-55435553