010 000 0000

Akmal Hisyam Bin Zameer

hisyam.zameer@email.com

No 00, Jalan 00, section 7, Kuala Lumpur

**Akmal Hisyam Bin Zameer**

**Experience**

**Trainee, Human Resources, Bumi Maju Sdn Bhd**

Prepared onboarding form, write up onboarding plans, prepare training plan, and assisted in printing training material, supported in classroom arrangement

**Jan’ 2020 – Present**

**Internship, Human Resources, Bina Maju Sdn Bhd**

Assisted in onboarding write up and planning

**Jan’ 2020 – Present**

**Award & Achievement**

**Best Student Award**

Semester 1 through 6

**2016- 2019**

**Project Lead, Car Boot Sale**

Led a team of 10 to coordinate Car Boot Sate. Purpose of this event is to raise money for a charity

**June 2019**

**Intra Uni Debate, National Level**

Part of Debate Team representing Smith University. Won 1st Place in National Intra Uni Championship.

**Jan’ 2019**

**Captain, Netball State Championship**

Acted as Captain for net ball team Smith University and placed 2nd in State Championship 2018

**Nov’ 2018**

*“An energetic, happy go lucky, easy to get going fresh graduate with vast knowledge in Business Administration. My goal in the workplace is to learn as much as possible and actioning each task creatively using available tools and resources.”*

**Reference**

**Amirul Hamdan**

010 000 0000

amirulhamdan@bina.com

Lead Designer, Bina Sendiri Sdn Bhd

**Julia Brono**

010 000 0000

j.brono@university.com

Lecturer, Design Department

**Education**

Bachelor’s in Business Studies, Smith University

**4.00 CGPA, 2019**

**Jan’ 2018 – Dec’ 2019**

Bachelor’s in Business Studies, Smith University

**4.00 CGPA, 2017**

**Jan’ 2015 – Dec’ 2017**

SMK Seksyen 7, Shah Alam,

**6A 2B 1C, 2014**

**Jan’ 2010 – Dec’ 2014**

English Language

**70%**

Adobe Photoshop

**80%**

Microsoft Office

**75%**

Mandarin Language

**50%**

Malay Language

**90%**