

AWANG KAZRUL KAZREEN BIN AWANG KEDRI

Bachelor of Corporate Administration

Lot 565, Lorong Bentara 2A, Jalan Sultan Tengah, 93050 Kuching, Sarawak

+6012-889 9059, kazrulkazreen96@gmail.com



RELEVANT EXPERIENCES

Expected Salary
(RM4,500 negotiable)

- | | |
|--------------------------------------|---|
| 1 January 2023
– Present | ASSAR Corporate Services Sdn Bhd (<i>subsidiaries of Permodalan ASSAR Sdn Bhd</i>)
(Executive cum Assistant Company Secretary) <ul style="list-style-type: none">As mentioned below. |
| 16 September 2020 – 31 December 2022 | Permodalan ASSAR Sdn Bhd
(Executive cum Assistant Company Secretary) <ul style="list-style-type: none">Assist in preparation for documents to be submitted to Securities Commission through EASy SC system such as Form 4, Form 20 and Form 21.Submission of statutory documents through MyCOID and utilizing SSM system such as MyData SSM and etc.Assist in preparation of Board of Directors' Circular Resolution and Members' Circular Resolutions.Assist in preparation of Annual Returns.Assist in preparation of Board of Directors' meetings and Committee meetings.Drafting Minutes of Meetings for Board and Committee meetings quarterly and bi-monthly respectively.To assist in drafting a written Any Other Business/Annual General Meeting to be tabled in the Board of Directors Meeting.To assist in drafting and updating Group Secretarial Unit SOP.To confirm and follow-up with Personal Assistant/Secretaries on the Board Members attendance for Board of Directors' meetings and Committee meetings.Monitor and maintain all Statutory Records for ASSAR Group.Monitor renewal agreements relevant to ASSAR Group of Companies.Monitor and renew licences such as CIDB, SPKK, PKK, UPKJ, FFO and LKIM.Successfully establishing STAMPS system.To assist in administrative and general duties.To assist Company Secretary and Legal Manager as and when required. |
| 1 July 2019 – 31 December 2019 | Malaysia Airports Holdings Berhad
(Protégé) <ul style="list-style-type: none">Gain experience in utilising Inventory Movement by using SAP system.Gain experience in Passenger Boarding Bridge movement tunnel which extends from an airport building to aircraft, enabling passengers to board and disembark efficiently.To assist passengers to their desired Gate Area.To ensure passengers satisfaction through weekly survey/questionnaire. |

EXTRACURRICULAR ACTIVITIES

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| Jan 2021 – Jan 2023 | Kelab Rekreasi Sukan & ASSAR ("KRSA")
(Secretary) <ul style="list-style-type: none">Submission of Annual Return for KRSA.Recording of minutes of meetings for KRSA.Submission of documents through e-roses.Involved directly in all events/activities such as Ramadhan Festivities, Birthday Dinner Celebration, Ten-Pin Bowling Tournament, Badminton Tournament and Annual Dinner for ASSAR Group. |
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EDUCATION

2017 – 2019	Bachelor in Corporate Administration (HONS), UiTM Seremban 3, Negeri Sembilan CGPA: 2.68/4.00 MUET: Band 4	Seremban 3
2014-2016	Diploma in Public Administration, UiTM Kampus 2, Samarahan, Sarawak CGPA:3.36/4.00	Samarahan
2013	SMK Petra Jaya, Kuching, Sarawak SPM:1B+, 2B, 2C+, 2C, 2E	Kuching

ACHIEVEMENTS

2022	Unit Holders Meeting of Amanah Saham Sarawak Fund <ul style="list-style-type: none">• Preparation of notice of Unit Holders Meeting of Amanah Saham Sarawak Fund whereby it includes of the resolution to be passed during the meeting.• Preparation of Chairman’s script, layout plan and tentative of the Unit Holders Meeting.• Establishing relationship with third parties for poll voting procedure and results.
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SKILLS	Microsoft Office	Experienced	iMovie	Intermediate	Adobe Photoshop	Beginner
LANGUAGES	Malay	Native speaker	English	Highly proficient		

REFERENCES	Datu Haji Soedirman Bin Haji Aini Director No. 76, Lorong 3A, Jalan Pelita, Petra Jaya, 93050 Kuching, Sarawak +60198170100 soedir@gmail.com	Datu Jumastapha Bin Lamat Director Lot 1246, Lorong Bentara 1, Di Jalan Sultan Tengah, 93050 Kuching, Sarawak +60198282108 jumastapha55@gmail.com
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Official Transcript

UNIVERSITI TEKNOLOGI MARA

40450 SHAH ALAM, SELANGOR, MALAYSIA



NAME : AWANG KAZRUL KAZREEN BIN AWANG KEDRI
FACULTY : FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
PROGRAMME : DIPLOMA IN PUBLIC ADMINISTRATION
STUDENT NUMBER : 2014846822
GENDER : MALE
DATE OF BIRTH : 09/09/1996
IC/PASSPORT NUMBER : 960909135029
CITIZENSHIP : MALAYSIAN
SESSION ADMITTED : JUNE 2014
STATUS : COMPLETED
GRADUATION : OCTOBER 2017

PAGE 1 OF 2

CODE	CREDIT	COURSE	GRADE
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SESSION 1 2014/2015

ACC106	3.00	INTRODUCTION TO FINANCIAL ACCOUNTING AND REPORTING	B+
CTU101	2.00	FUNDAMENTALS OF ISLAM	B+
ELC120	3.00	INTEGRATED LANGUAGE SKILLS: LISTENING	B
HBU111	1.00	NATIONAL KESATRIA I	A
MAT112	3.00	BUSINESS MATHEMATICS	B+
MGT162	3.00	FUNDAMENTALS OF MANAGEMENT	B
PAD102	3.00	INTRODUCTION TO PUBLIC ADMINISTRATION	B+

GPA : 3.26 CGPA : 3.26

HOURS EARNED : 18.00 (18.00)

SESSION 2 2014/2015

ACC116	3.00	INTRODUCTION TO COST ACCOUNTING	A-
CTU151	2.00	ISLAMIC THOUGHT AND CIVILIZATION	A-
ECO162	3.00	MICROECONOMICS	B-
ELC150	3.00	INTEGRATED LANGUAGE SKILLS: READING	B
HKR113	1.00	MANAGEMENT OF MOSQUE INSTITUTION I	A
PAD120	3.00	INTRODUCTION TO POLITICAL SCIENCE	A+
PAD214	3.00	INTRODUCTION TO PUBLIC SECTOR PERSONNEL ADMINISTRATION	A

GPA : 3.52 CGPA : 3.39

HOURS EARNED : 18.00 (36.00)

SESSION 1 2015/2016

CSC253	3.00	INTERACTIVE MULTIMEDIA	A-
CTU263	2.00	ISLAM AND MANAGEMENT	A
ECO211	3.00	MACROECONOMICS	B
ELC230	3.00	INTEGRATED LANGUAGE SKILLS: WRITING	B
HKR223	1.00	MANAGEMENT OF MOSQUE INSTITUTION II	A
LAW245	3.00	MALAYSIAN LEGAL SYSTEM	A
PAD240	3.00	GOVERNMENT AND POLITICS	A

GPA : 3.61 CGPA : 3.46

HOURS EARNED : 18.00 (54.00)

SESSION 2 2015/2016

ELC270	3.00	ENGLISH FOR WORKPLACE COMMUNICATION	B
ENT300	3.00	FUNDAMENTALS OF ENTREPRENEURSHIP	B+
LAW309	3.00	ADMINISTRATIVE LAW	B-
PAD256	3.00	INTRODUCTION TO PUBLIC SECTOR QUALITY MANAGEMENT	B+
PAD270	3.00	MALAYSIAN POLITICS	C+
STA104	3.00	INTRODUCTION TO STATISTICS	B+

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- See reverse for explanation of grading system
- Release of this information to a third party requires written consent from the student.

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Official Transcript

UNIVERSITI TEKNOLOGI MARA

40450 SHAH ALAM, SELANGOR, MALAYSIA



NAME : AWANG KAZRUL KAZREEN BIN AWANG KEDRI
FACULTY : FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
PROGRAMME : DIPLOMA IN PUBLIC ADMINISTRATION
STUDENT NUMBER : 2014846822
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GRADUATION : OCTOBER 2017

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CODE	CREDIT	COURSE	GRADE
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GPA : 3.00 CGPA : 3.35
HOURS EARNED : 18.00 (72.00)

SESSION 1 2016/2017

LAW299	3.00	BUSINESS LAW	B-
PAD320	3.00	LOCAL GOVERNMENT ADMINISTRATION	B
PAD368	3.00	INTRODUCTION TO INDUSTRIAL RELATIONS	A-
PAD370	3.00	PUBLIC FINANCIAL ADMINISTRATION	B+
PAD381	3.00	SOUTHEAST ASIA STUDIES	A-
PAD390	3.00	DEVELOPMENT ADMINISTRATION	A

GPA : 3.39 CGPA : 3.36
HOURS EARNED : 18.00 (90.00)

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FOR REGISTRAR
DATE : 07/09/2017

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NAME : AWANG KAZRUL KAZREEN BIN AWANG KEDRI
 FACULTY : FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
 PROGRAMME : BACHELOR OF CORPORATE ADMINISTRATION (HONS)
 STUDENT NUMBER : 2016596143
 GENDER : MALE
 DATE OF BIRTH : 09/09/1996
 IC/PASSPORT NUMBER : 960909135029
 CITIZENSHIP : MALAYSIAN
 SESSION ADMITTED : MARCH 2017
 STATUS : COMPLETED

PAGE 1 OF 2

CODE	CREDIT	COURSE	GRADE
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THESE SUBJECTS WERE EXEMPTED

ACC406	3.00	INTERMEDIATE FINANCIAL ACCOUNTING AND REPORTING
ACC416	3.00	COST AND MANAGEMENT ACCOUNTING
ADS404	3.00	INTRODUCTION TO PUBLIC ADMINISTRATION
ADS410	3.00	INTRODUCTION TO PUBLIC SECTOR QUALITY MANAGEMENT
ADS460	3.00	MANAGEMENT PRINCIPLES AND PRACTICES
ADS465	3.00	INDUSTRIAL RELATIONS
CTU551	2.00	ISLAM AND ASIAN CIVILIZATION
ECO415	3.00	ECONOMICS
HBU111	1.00	NATIONAL KESATRIA I
HBU121	1.00	NATIONAL KESATRIA II
HBU131	1.00	NATIONAL KESATRIA III
LAW439	3.00	COMMERCIAL LAW
LAW445	3.00	MALAYSIAN LEGAL PRINCIPLES
MAT402	3.00	BUSINESS MATHEMATICS

GPA : 0.00 CGPA : 0.00
 HOURS EARNED : 0.00 (0.00)

SESSION 2 2016/2017

ACC466	3.00	FINANCIAL AND MANAGEMENT ACCOUNTING	C+
ADM501	3.00	ORGANIZATIONAL BEHAVIOR	B-
ADS510	3.00	INTERNATIONAL RELATIONS	B
CTU555	2.00	MALAYSIAN HISTORY	A-
ELC501	2.00	ENGLISH FOR CRITICAL ACADEMIC READING	B
ENT530	3.00	PRINCIPLES OF ENTREPRENEURSHIP	B-
LAW502	3.00	ADVANCED BUSINESS LAW	B-
STA404	3.00	STATISTICS FOR BUSINESS AND SOCIAL SCIENCES	B
TMC401	2.00	INTRODUCTORY MANDARIN (LEVEL I)	C

GPA : 2.77 CGPA : 2.77
 HOURS EARNED : 24.00 (24.00)

SESSION 1 2017/2018

ACC516	3.00	MANAGEMENT ACCOUNTING	B
ADM551	3.00	HUMAN RESOURCE MANAGEMENT	C+
ADS557	3.00	INNOVATION MANAGEMENT	B
CSC408	3.00	MANAGEMENT INFORMATION SYSTEM	C
ELC550	2.00	ENGLISH FOR ACADEMIC WRITING	B+
LAW610	4.00	MALAYSIAN COMPANY LAW	C
PRO458	3.00	PUBLIC RELATIONS	C+
TMC451	2.00	INTRODUCTORY MANDARIN (LEVEL II)	C+

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PROGRAMME : BACHELOR OF CORPORATE ADMINISTRATION (HONS)
STUDENT NUMBER : 2016596143
GENDER : MALE
DATE OF BIRTH : 09/09/1996
IC/PASSPORT NUMBER : 960909135029
CITIZENSHIP : MALAYSIAN

SESSION ADMITTED : MARCH 2017
STATUS : COMPLETED

PAGE 2 OF 2

CODE	CREDIT	COURSE	GRADE
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GPA : 2.49 CGPA : 2.63
HOURS EARNED : 23.00 (47.00)

SESSION 2 2017/2018

ACC426	3.00	TAXATION 1	B-
ACC506	3.00	ADVANCED FINANCIAL ACCOUNTING AND REPORTING	C
ADM602	3.00	INTERNATIONAL BUSINESS ENVIRONMENT	B
ADM609	4.00	COMPANY SECRETARIAL PRACTICE I	C
ADS651	3.00	FUNDAMENTALS OF RESEARCH AND DATA ANALYSIS	B-
EW663	2.00	ENGLISH FOR MEETINGS AND DISCUSSIONS	B+
TMC501	2.00	INTRODUCTORY MANDARIN (LEVEL III)	B

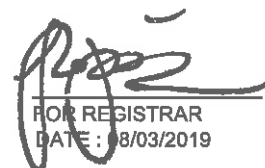
GPA : 2.58 CGPA : 2.62
HOURS EARNED : 20.00 (67.00)

SESSION 1 2018/2019

ACC526	3.00	TAXATION 2	C+
ADM650	3.00	CORPORATE STRATEGIC MANAGEMENT	B-
ADM657	4.00	COMPANY SECRETARIAL PRACTICE II	C+
ADM658	3.00	CORPORATE FINANCE	B
ADM659	4.00	CORPORATE GOVERNANCE AND ETHICS	B-
ADS667	6.00	PRACTICAL TRAINING	A-
EET699	0.00	ENGLISH EXIT TEST	PASS

GPA : 2.87 CGPA : 2.68
HOURS EARNED : 23.00 (90.00)

NO ALTERATION OR ADDITION IS HEREBY AUTHORIZED.
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FOR REGISTRAR
DATE : 08/03/2019

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KEMENTERIAN PENDIDIKAN
MALAYSIA



MINISTRY OF EDUCATION
MALAYSIA

**LEMBAGA PEPERIKSAAN
EXAMINATIONS SYNDICATE**

Calon yang tersebut namanya di bawah telah mengambil
Peperiksaan Sijil Pelajaran Malaysia dan dianugerahkan

SIJIL PELAJARAN MALAYSIA

Calon ini telah mencapai kelulusan seperti yang tercatat di bawah
bagi mata pelajaran berkenaan.

AWANG KAZRUL KAZREEN BIN AWANG KEDRI

960909-13-5029

SK301A048

SMK PETRA JAYA, KUCHING

Mata Pelajaran

Subject

BAHASA MELAYU

BAHASA INGGERIS

PENDIDIKAN ISLAM

SEJARAH

MATHEMATICS

TEKNOLOGI KEJURUTERAAN

PHYSICS

CHEMISTRY

ENGLISH FOR SCIENCE AND TECHNOLOGY

Gred

Grade

B (KEPUJIAN TINGGI)

B+ (KEPUJIAN TERTINGGI)

C+ (KEPUJIAN ATAS)

C (KEPUJIAN)

C+ (KEPUJIAN ATAS)

C (KEPUJIAN)

E (LULUS)

E (LULUS)

B (KEPUJIAN TINGGI)

JUMLAH MATA PELAJARAN SEMBILAN

PEPERIKSAAN TAHUN 2013

401153

A 02436827

Naimah Hisham

Pengarah Peperiksaan

Director of Examinations

Kementerian Pendidikan Malaysia

Ministry of Education Malaysia