



**Syed Haizad Syed Othman**  
**Finance & Administration Manager**  
**BIDARA VENTURES SDN BHD**

(+60) 133751098 | syedhaizadalattas@gmail.com | Selangor

## Experience

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23 years of total experience

Aug 2021 - Present  
(2 years 2 months)

**Finance & Administration Manager**  
**BIDARA VENTURES SDN BHD | Selangor, Malaysia**

Industry	Oil / Gas / Petroleum
Specialization	Finance - General/Cost Accounting
Role	Management/Cost Accounting/Business Analyst
Position Level	Manager

### Overview

Responsible for overseeing and managing all financial aspects of the organization. This includes financial planning, budgeting, forecasting, financial analysis, reporting, and compliance with relevant laws and regulations. Work closely with senior management to make informed financial decisions contributing to the company's success. Strong knowledge of financial accounting principles and regulations. Proficiency in financial software and ERP systems. Attention to detail and a high degree of accuracy. Strong problem-solving and decision-making abilities. Work closely with CEO's and Director's for ensuring sound financial management, compliance, and strategic planning. Our work directly impacts the company's financial stability and growth. Our deep understanding of the company's mission and future growth is crucial to the business.

### Financial Planning and Analysis:

- \*Develop and implement financial strategies, policies, and procedures.
- \*Create and maintain financial models for budgeting, forecasting, and long-term planning.
- \*Analyze financial data, identify trends, and provide insights to support decision-making.

### Budgeting and Forecasting:

- \*Prepare annual budgets and financial forecasts in collaboration with various departments.
- \*Monitor budget performance and provide variance analysis.

### Financial Reporting:

- \*Prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.
- \*Ensure compliance with accounting principles, standards, and regulations.

### Cash Management:

- \*Manage cash flow by monitoring receivables, payables, and treasury activities.
- \*Optimize cash utilization while maintaining liquidity.

### Risk Management:

- \*Identify financial risks and develop strategies to mitigate them.
- \*Implement internal controls to safeguard company assets.

### Financial Compliance:

- \*Ensure compliance with tax laws, regulatory requirements, and reporting obligations.

- \*Coordinate and support audits by external auditors and regulatory agencies.

#### Investment and Capital Management:

- \*Assess investment opportunities and make recommendations to optimize returns.
- \*Manage capital allocation and funding strategies.

#### Team Leadership:

- \*Supervise and mentor finance department staff.
- \*Provide guidance and training to enhance their skills and performance.

#### Financial Communication:

- \*Present financial information and reports to CEO's and Director's.
- \*Communicate financial performance, risks, and opportunities effectively.

#### Strategic Planning:

- \*Contribute to the development of the company's strategic plans.
- \*Provide financial insights to support growth initiatives and business decisions.

#### Vendor and Stakeholder Relations:

- \*Collaborate with vendors, creditors, and financial institutions to negotiate terms and optimize financial arrangements.

### Human Resources

#### Recruitment and Staffing:

- \*Develop and implement effective recruitment strategies.
- \*Conduct interviews and manage the selection process.

#### Employee Relations:

- \*Mediate and resolve employee conflicts and grievances.
- \*Promote a positive work culture and employee engagement.
- \*Implement policies and procedures that align with legal requirements and company values.

#### Benefits Administration:

- \*Administer employee benefits programs (e.g., health insurance, medical).
- \*Allocation for daily meals for employees.

#### Compliance and Legal:

- \*Ensure compliance with labor laws and regulations.
- \*Manage employment contracts and agreements.

#### Record Keeping and Reporting:

- \*Maintain accurate and confidential employee records.
- \*Prepare and present HR reports to senior management as needed.

### Administrator

#### Office Management & Administrative:

- \*Manage and lead a team of administrative personnel, providing guidance and support.
- \*Maintain a well-organized and clean office environment.
- \*Manage office supplies, equipment, and inventory.
- \*Facility management, including maintenance and repairs.
- \*Optimize resource allocation to maximize efficiency while minimizing costs.
- \*Ensure compliance with relevant laws, regulations, and industry standards.

#### Technology and Systems:

- \*Oversee the implementation and maintenance of office technology and software.
- \*Troubleshoot technical issues or coordinate with IT support when necessary.
- \*Oversee and manage users for GEP Smart System.
- \*Troubleshoot technical issues regarding the company's website and communicate with website designer and consultant.
- \*Ensure compliance with data protection and confidentiality policies.

#### Logistics

##### Supply Chain Management:

- \*Develop and implement supply chain strategies to optimize efficiency and reduce costs.
- \*Collaborate with suppliers, manufacturers, and distributors to ensure smooth operations.

##### Inventory Management:

- \*Monitor and control inventory levels to balance supply and demand effectively.
- \*Implement inventory tracking systems and practices to minimize stockouts and overstocking.

##### Transportation and Distribution:

- \*Communicate efficiently with several appointed third-party carriers or forwarders companies.
- \*Plan and manage transportation routes to optimize delivery schedules and minimize transportation costs.
- \*Select and manage third-party carriers or forwarders, negotiate contracts, and ensure compliance with service agreements.
- \*Oversee warehousing and distribution activities, including order processing and fulfillment.

##### Cost Management:

- \*Analyze logistics costs and identify opportunities for cost reduction.
- \*Prepare and manage budgets, monitor expenses, and implement cost-saving initiatives.

##### Compliance and Documentation:

- \*Ensure compliance with relevant regulations, including customs, import/export laws, and safety standards.
- \*Maintain accurate records and documentation related to shipments, inventory, and compliance.

##### Risk Management:

- \*Identify potential risks in the supply chain and develop contingency plans.
- \*Address disruptions and unforeseen issues promptly to minimize impact.

May 2019 - Jul 2021  
(2 years 3 months)

## **Finance Manager**

Valley Fame Sdn Bhd

Industry	Property / Real Estate
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Manager

1. Responsible for the financial health of the company. Producing monthly financial management reports.
2. Handle full set account & administration works including billing & credit control.
3. Liaise with bankers, solicitors, tax agents, and auditors about related matters and with the company secretary for board resolution and related matters.
3. Monitoring the budgeting and forecasting for the company.
4. Handle administration process on office security, housekeeping, use of office equipment, asset management, supervision of vendors, etc.

5. Work with Directors for ad-hoc matters.
6. Review and do the balance sheet reconciliations.
7. Responsible for monthly payroll processing and statutory related(etc. EPF, SOCSO, LHDN).
8. Maintaining a proper record-keeping and filing system for all documents and office equipment.
9. Establish, implement, and review financial systems, policies, and internal control procedures.
10. Overseeing accounting procedures to ensure compliance with regulations.

#### Human Resources

1. Manage Recruitment and selection process.
2. Maintain pay plan and benefits program.
3. Assess training needs to apply and monitor training programs.
4. Ensure legal compliance throughout human resource management.
5. Prepare monthly Statutory details for payment.

Oct 2017 - Apr 2019  
(1 year 7 months)

### **Finance & Admin Executive**

Ziarah Sutera Holidays Sdn Bhd | Selangor, Malaysia

Industry	Travel / Tourism
Specialization	Finance - General/Cost Accounting
Role	Management/Cost Accounting/Business Analyst
Position Level	Manager

1. Responsible for the financial health of the company. Producing monthly financial reports and developing strategies based on financial research. Guiding another team member in making sound business decisions in the long and short term.
2. Handle full set account & administration works including billing & credit control division.
3. Liaise with bankers, solicitors, tax agents, and auditors about related matters and with the company secretary for board resolution and related matters.
3. Monitoring the budgeting and forecasting for the company.
4. Handle administration process on office security, housekeeping, use of office equipment, asset management, supervision of vendors, etc.
5. Work with the CEO and Director to determine the strategic direction of the business.
6. Review and do the balance sheet reconciliations.
7. Responsible for monthly payroll processing (etc. EPF, SOCSO, LHDN) and Assisting in the onboarding and out-boarding preparations for new and outgoing staff.
8. Manage contract and price negotiations with office vendors, service providers, and office leases.
9. Maintaining a proper record-keeping and filing system for all documents and office equipment.
10. Establish, implement, and review financial systems, policies, and internal control procedures.
11. Overseeing accounting procedures to ensure compliance with regulations.
12. To fully utilize and implement the SQL Accounting System in the company.

Apr 2016 - Sep 2017  
(1 year 6 months)

### **Assistance Account Manager**

Dorsett Putrajaya | Putrajaya, Malaysia

Industry	Hotel / Hospitality
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Manager

1. Prepare P&L reports for the Senior Financial Controller and General Manager reviews.
2. Overseas Accounts payable, Income Audit, Cost Controller, and General Cashier cum Paymaster on their daily tasks.
3. Reconciliations and maintenance of the Balance Sheets and ensure all are in order.

4. Overseas all account transactions daily to ensure smooth bookkeeping management.
5. Manage and correspond with other branches for inter-company transactions and consult with Senior Finance Controller if necessary.
6. Attend meetings in the absence of the Senior Financial Controller.
7. Decision makings in Costing and Purchasing matters.

Jul 2014 - Mar 2016  
(1 year 9 months)

### **Accounts Executive**

Marriott Putrajaya | Selangor, Malaysia

Industry	Hotel / Hospitality
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Senior Executive

- Review all accounts from revenue, creditors, debtors, and cost control.
- Responsible for preparing Profit and Loss reports.
- Analyze the reconciliations of Balance Sheet accounts such as Bank Recon, Creditors aging, Debtors aging, Inter-company accounts, prepayment, deposits, etc.
- Organize and monitor the monthly closing and meet the date line according to management requirements.
- Responsible for preparing management reports for submission to headquarters.
- Assist in implementing GST from accounting software configuration and standard operating procedure specify and reporting for GST.
- Responsible for compiling and preparing the GST Tax return and submission of GST-03 and liaising with the Tax Agent and Company Tax Accountant regarding GST.
- Responsible for Fixed Asset management from assets registry, recording documentation, and write-off process.

Mar 2010 - Jun 2014  
(4 years 4 months)

### **Senior Accounts Executive**

The ZON All Suites Residences on the park | Kuala Lumpur, Malaysia

Industry	Hotel / Hospitality
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Senior Executive

- Monitored Contract Agreements between vendors & service providers.
  - Monitored creditor's aging; to be clear in 30 to 90 days.
  - Unpresented cheque; to reduce unpresented cheque.
  - Monitored Cash Book transactions; payee side.
  - Monitored all expense accounts; by respective department and usage.
  - Monitored Food Cost & Beverage Cost; reconciliation, variances & budget.
  - Counter-check transaction journals by Payable & Cost Control Assistance.
  - Provide information to the respective department on their expenses.
  - Supervise and oversee Payable and Cost Control Assistance.
  - Provide internal training to Accounts Clerks & Accounts Assistance.
- Prepare consolidation report for Chief Financial Officer based in IOI Corporate office.

Feb 2008 - Feb 2010  
(2 years 1 month)

### **Accounts Assistant**

The ZON All Suites Residences on the park | Kuala Lumpur, Malaysia

Industry	Hotel / Hospitality
Specialization	Finance - General/Cost Accounting
Role	Basic Accounting/Bookkeeping/Accounts Executive
Position Level	Non-Executive

1. Update Cash Book transactions; payee side.
2. Reconcile invoice with Statement of Account from vendors; variances, calculations & quantity.
3. Posting all invoices; market list, direct items & capex items.
4. Posting all bills; electricity, telephone, internet, sewerage, water, medical, television broadcast provider, newspaper supply, courier services, etc.
5. Prepared payment; all vendors & service provider.
6. Cheque distribution; bank-in, by mail, by courier, by hand and inform vendors for cheque collections.

Jun 2006 - Jan 2008  
(1 year 8 months)

### **Cost Control Clerk**

The ZON All Suites Residences on the park | Kuala Lumpur, Malaysia

Industry	Hotel / Hospitality
Specialization	Finance - General/Cost Accounting
Role	Basic Accounting/Bookkeeping/Accounts Executive
Position Level	Non-Executive

1. Control cost price; advise Purchasing and other departments.
2. Managed monthly inventory; scheduled & organize personnel involved.
3. Control stock movement & transactions within respective departments.
4. Monitored Food Cost & Beverage Cost; reconciliation, variances & budget.
5. Assist HODs in disposing of items; obsolete capex items, beyond repair items.
6. Monitored inventory variances; detected problems, developed preventive action & solved problems.
7. Recipe costing, preparing, update, revise & assist Exec. Chef improvement.
8. Detect any slow-moving items; pinpoint problems, average usage & determine priority.

Sep 2005 - May 2006  
(9 months)

### **Store Clerk**

The ZON All Suites Residences on the park | Kuala Lumpur, Malaysia

Industry	Hotel / Hospitality
Specialization	Purchasing/Inventory/Material & Warehouse Management
Role	Inventory Control
Position Level	Non-Executive

1. Perform monthly inventory.
2. Organize store activity: FIFO system.
3. Manage distribution of stock to respective departments.
4. Maintain par stock level daily.
5. Pinpoint slow-moving items.
6. Design store management; indexing @ categorize.
7. Assist the Purchasing Manager in ordering.

Aug 2000 - Jul 2005  
(5 years)

### **General Clerk (Planning & Coordinator)**

LB Aluminium Berhad | Selangor, Malaysia

Industry	Manufacturing / Production
Specialization	Purchasing/Inventory/Material & Warehouse Management
Role	Material Planner
Position Level	Fresh / Entry Level

1. Monitored every order from company branches: quantity, finishing & date lines.
2. Encounter any order delay by cooperating with operation personnel.

3. Managed warehouse, inventory, stock take & replenish stock.
4. Design stock management; indexing, categorizing & par stock level.
5. Supervised operation daily.

## Education

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1999	<b>Le Sean Institute</b> Professional Certificate in Computer Science/Information Technology   Malaysia <ul style="list-style-type: none"><li>• Microsoft Windows</li><li>• Microsoft Words</li><li>• Microsoft Excel</li></ul>
1997	<b>Sekolah Menengah Khir Johari</b> Higher Secondary/STPM/"A" Level/Pre-U in Arts   Malaysia  Grade                      Grade B/2nd Class Upper  Activity: <ul style="list-style-type: none"><li>• Geography Associations</li><li>• Environmental Associations</li><li>• Teenage Cadet Associations</li><li>• Boy Scout Associations</li><li>• Khir Johari Football Team</li></ul> Certificates: <ul style="list-style-type: none"><li>• Kursus Bina Insan, Maktab Perguruan Islam, Bangi. (1993)</li><li>• Pelajar Khidmat Bakti, Geography Associations. (1997)</li><li>• Bengkel Penghayatan Matematik, Fakulti Sains Matematik, UKM. (1997)</li></ul>

## Skills

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Advanced	Biztrack Accounting System, Agylisis Accounting System, SQL Accounting System, Microsoft Excel 2007, Microsoft PowerPoint 2007, Microsoft Word 2007, SQL Payroll System, UBS Sage Accounting System, Microsoft Outlook
Intermediate	FLEX Accounting, GEP Smart Procurement and SAP System

## Languages

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*Proficiency level: 0 - Poor, 10 - Excellent*

Language	Spoken	Written
Bahasa Malaysia (Primary)	10	10
English	7	9

Jobstreet English Language Assessment (JELA)  
Date Taken                      19 Jan 2018  
Score                              35/40

## Additional Info

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Expected Salary                      MYR 7,400 Negotiable  
Preferred Work Location            Kuala Lumpur, Sabah, Melaka, Selangor

### Other Information

More than 23 years of progressive accounting experience Detail-oriented, efficient, and organized professional with extensive experience in accounting systems Possess strong analytical and problem-solving skills, with the ability to make well-thought-out decisions. Highly trustworthy, discreet, and ethical. Resourceful in the completion of projects, effective at multi-tasking.

The expected Salary is negotiable.

Received professional training certificates throughout my career:

Program: Practical Cost Management for Efficiency and Profitability  
Advocacy by: Malaysian Institute of Accountants  
Date: 14th - 15th April 2008

Program: Financial Risk Management for Public Listed Companies  
Advocacy by: Malaysian Institute of Accountants  
Date: 16th October 2013

Program: Kursus ePerolehan Modul Sebutharga, Tender dan eBidding  
Advocacy by: Ministry of Finance Malaysia  
Date: 28th - 29th May 2012

Program: Malaysian Imports & Exports Procedures & Documentations  
Advocacy by: Institute of Professional Advancement  
Date: 24th Nov 2021

Program: Supervisory Skills Development  
Advocacy by: Malaysian Association of Hotels  
Date: 28th - 29th October 2008

Program: Microsoft Excel 2007 Advance  
Advocacy by: Malaysian Institute of Accountants  
Date: 21st - 22nd June 2011

Program: Seminar on Goods and Services Tax (GST)  
Advocacy by: Persatuan Pegawai Kastam Malaysia  
Date: 13th September 2012

Program: Implementing Goods & Service Tax (GST) in Biztrak System  
Advocacy by: Biztrak Business Solutions Sdn Bhd  
Date: 27th June 2014

Program: Tourism English  
Advocacy by: Ministry of Tourism Malaysia  
Date: 23rd - 24th May 2007

Program: Food & Beverage Revenue Management  
Advocacy by: Malaysian Association of Hotels  
Date: 20th - 21st November 2007



## About Me

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Gender	Male
Age	43 years
Telephone Number	(+60) 10-3751098
Address	No.90, Kampung Sungai Jai, 71750, N.Sembilan, Malaysia
Nationality	Malaysia
Current Address	A-02-11, Suria Residences by Sunsuria, Jalan Bazar U8/100, Bukit Jelutong, Seksyen U8, 40150 Shah Alam, Selangor DE, Malaysia

"I authorize your handling of my details as per "Malaysian Law Personal Data Protection Act 2010 (PDPA 2010)."



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Syed Haizad Bin Syed Othman  
I/C: 800917-05-5237



MALAYSIAN INSTITUTE OF ACCOUNTANTS

CERTIFICATE OF  
*Attendance*

THIS IS TO CERTIFY THAT

**SYED HAIZAD BIN SYED OTHMAN**

PARTICIPATED IN THE

**Financial Risk Management for Public Listed Companies-  
W1:Implementing Risk Management Policies**

ON

**16 Oct 2013**

**Concorde Hotel, Kuala Lumpur**

HEAD  
PROFESSIONAL DEVELOPMENT

**8 CPE Credit Hours**

**131016004057**



Malaysian Institute of Accountants  
(Established under the Accountants Act, 1967)

# *Certificate of Attendance*

This is to certify that

**Syed Haizad Bin Syed Othman**

participated in the

**Practical Cost Management for Efficiency and Profitability**

on

**14 & 15 April 2008**

A handwritten signature in black ink, appearing to read 'Lee Fok Chong'.

Lee Fok Chong  
Course Leader

CPE Credit Hour: **16**

A stylized, geometric signature in black ink, consisting of a large 'A' shape with a horizontal line through it.

Executive Director

Continuing Professional Education



# *Certificate of Attendance*

*awarded to*

*Syed Haizad Syed Othman*  
*Food & Beverage Revenue Management*

*20 – 21 November 2007*

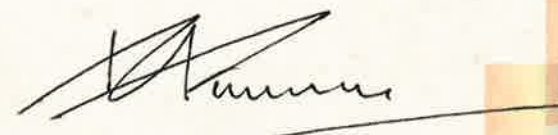
*MAH Training & Education Centre, KL*



**PRESIDENT**  
Malaysian Association of Hotels



**FACILITATOR**



**GENERAL MANAGER**  
MAHTEC



MALAYSIAN INSTITUTE OF ACCOUNTANTS

CERTIFICATE OF  
*Attendance*

THIS IS TO CERTIFY THAT

SYED HAIZAD BIN SYED OTHMAN

PARTICIPATED IN THE

Microsoft Excel 2007 Advanced

ON

21-22 June 2011

PROGRAMME FACILITATOR / SPEAKER

HEAD  
MIA PROFESSIONAL DEVELOPMENT CENTRE (MPDC)  
Continuing Professional Education | Skills & Knowledge Development





Celebrating 50 Years of Nationhood

**KEMENTERIAN PELANCONGAN  
MALAYSIA**

*Sijil*

*Dengan ini disahkan bahawa*

***Syed Haizad Syed Othman***

*telah mengikuti dengan jayanya*

***Program Tourism English***

*Pada*

***23 – 24 May 2007***

*Dianjurkan oleh*

***Kementerian Pelancongan Malaysia***

*Bertempat*

***Crystal Crown Hotel, Petaling Jaya***



*Victor Wee*

***Datuk Dr. Victor Wee***

***Ketua Setiausaha  
Kementerian Pelancongan  
Malaysia***





# *Certificate of Attendance*


*awarded to*

*Syed Haizad Syed Othman*

*Supervisory Skills Development*

*28<sup>th</sup> – 29<sup>th</sup> October 2008*

*The Zon All Suites Residences on The Park, KL*

  
**CHIEF OPERATING OFFICER**  
**MAHTEC**

  
**FACILITATOR**

  
**PRESIDENT**  
Malaysian Association of Hotels



# Sijil Penyertaan

*Sijil ini dianugerahkan kepada*

**Syed Haizad Bin Syed Othman  
NALURI PROPERTIES SDN BHD**

*kerana telah mengikuti dengan jayanya*

**Kursus ePerolehan Modul Sebutharga, Tender & eBidding**

*pada*

**28 & 29 MEI 2012**

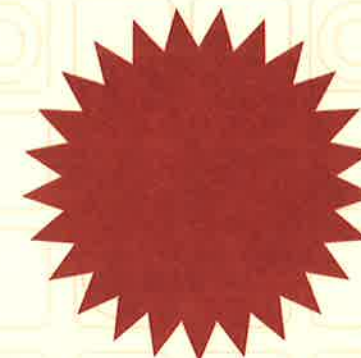
*Anjuran bersama*

**Kementerian Kewangan Malaysia**

**&**

**commercedotcom**  
enabling e-commerce, connecting communities

**Dato' Abd Shukor bin Ibrahim**  
Pengarah Projek ePerolehan  
Kementerian Kewangan Malaysia



**Syed Azmin bin Syed Nor**  
Pengarah Eksekutif  
Commerce Dot Com Sdn. Bhd





*Persatuan Pegawai Kanan Kastam Malaysia*  
(Reg. No. 434)

## **SIJIL PENYERTAAN**

Dengan Ini Diakui Bahawa

*Syed Haizad Bin Syed Othman*  
**NALURI PROPERTIES SDN BHD**

Telah Menghadiri Dengan Jayanya

## **SEMINAR ON GOODS AND SERVICES TAX (GST)**

Pada

**13 SEPTEMBER 2012**

Bertempat

**DEWAN TUN HUSSEIN ONN  
PUTRA WORLD TRADE CENTRE (PWTC)**



*Presiden*  
*Persatuan Pegawai Kanan Kastam Malaysia*  
*Wilayah Persekutuan Kuala Lumpur*





# *Certificate of Attendance*

This is to certify that

*Syed Haizad Syed Othman*

has attended and completed the program on

**'Implementing Goods & Services Tax (GST) in Biztrak'**

Held on 27th June 2014

Cititel Mid Valley Hotel, Kuala Lumpur



**Agnes Ong**

**Director**

**Biztrak Business Solutions Sdn Bhd**



All Suites Residences  
on the park

# *Star of the Month (4th Quarter)* *October - December 2009*

*presented to*

**Syed Haizad Bin Syed Othman**

***with appreciation for outstanding performance***

.....  
**Rafique Abd. Rahman**  
Senior HR & Training Executive

30th December 2009

.....  
*Date*

.....  
**Thiang Yang Hian**  
Director of Hotel Operations



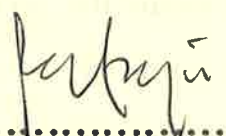


*Star of the Month (Quarter 1)*  
*January - March 2009*

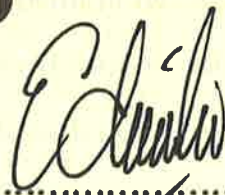
*presented to*

Syed Haizad Bin Syed Othman

*with appreciation for outstanding performance*

  
.....  
Rafique Abd. Rahman  
Senior HR & Training Executive

30th March 2009  
.....  
*Date*

  
.....  
Edwin Low  
General Manager



# STAR AWARD

*presented to*

*Syed Haizad Syed Othman*

*with appreciation for outstanding performance  
for the month of May 2008*

.....  
**Rafique Abd. Rahman**  
Senior HR & Training Executive

26th June 2008

.....  
Date

.....  
**Edwin Low**  
General Manager



All Suites Residences  
on the park

# STAR AWARD

*presented to*

*Syed Haizad Bin Syed Othman*

*with appreciation for  
outstanding performance*

.....  
Rafique Abd. Rahman

**HR & Training Executive**

31/5/2007

.....  
Date

.....  
Ahmad Daud Bin Ahmad Baharin

**Operations Manager**





All Suites Residences  
on the park

# STAR AWARD

*presented to*

*Syed Haizad Bin Syed Othman*

*with appreciation for  
outstanding performance*

.....  
*HR & Training Executive*

30th March 2006

.....  
*Date*

.....  
*Hotel Manager*

يونيڤرسيتي ڤمڤڤاسان ماليسيا

# UNIVERSITI KEBANGSAAN MALAYSIA



Dengan ini disahkan bahawa

**SYED HAIZAD SYED OTHMAN**

telah mengikuti dengan jayanya

*Bengkel Penghayatan Matematik*

yang dianjurkan oleh Fakulti Sains Matematik  
Universiti Kebangsaan Malaysia  
pada

**2 Mei - 4 Mei 1997**

bertempat

Di Fakulti Sains Matematik  
Universiti Kebangsaan Malaysia

( PROF. MADYA DR. ABDUL AZIZ BIN JEMAIN )  
Dekan  
Fakulti Sains Matematik



# Certificate of Completion



*This is to certify that*

**SYED HAIZAD BIN SYED OTHMAN**

**I.C. NO. 800917-05-5237**

*has successfully completed a course of study  
in the following :-*

- ❖ **MS WINDOWS '95**
- ❖ **MS WORD '95**
- ❖ **MS EXCEL '95**

Seremban, Negeri Sembilan  
Center Location

  
Academic Director

6 SEPT - 3 JAN 1999  
Date



## **LE SEAN INSTITUTE**

Established since 1981 &

Registered Under the Edu. Act 1961



*Maktab Perguruan Islam  
Bangi, Selangor Darul Ehsan*

# *Sijil Penghargaan*

*Dengan ini adalah diakui bahawa*

SYED HAIZAD BIN OSMAN

*telah menjalani*

## **KURSUS LATIHAN BINA INSAN**

*bertempat*

*di Pusat Kursus Latihan Membina Semangat  
Zon Tengah II,  
Maktab Perguruan Islam, Bangi, Selangor*

*yang diadakan*

*pada* 15 hb Oktober *hingga* 17 hb Oktober 1993.

**HAIJ ABD. GHAFAR B. HAJI SAREH**

*Pengetua*

*Tarikh* 8 OCT 1993





SEKOLAH MENENGAH KEBANGSAAN  
KHIR JOHARI, BERANANG, SELANGOR

# Sijil Penghargaan

DENGAN INI DIPERAKUKAN BAHAWA

*Syed Haizad B. Syed عثمان.*

DIBERIKAN PENGHARGAAN KERANA

*Pelajar Khidmat Bakti*

*Persatuan Geografi*

TAHUN 1997.

Tarikh : 19 Nov., 1997.

PENGETUA

SEKOLAH MENENGAH KEBANGSAAN  
KHIR JOHARI, BERANANG SELANGOR.