

Personal Information:



Name : Muhammad Harith Haiqal Bin Rijal Nazli
Nationality : Malaysian
Contact Number : +6012-286 1162
Email : haiqal7899@gmail.com
LinkedIn : www.linkedin.com/in/harithh/

Personal Statement:

To secure a challenging role as in business related operation at a dynamic company where I can apply my skills and experience to drive growth and achieve business objectives. As a motivated and creative professional with a track record of success in developing and executing strategic business plans, I am confident in my ability to make a significant contribution to your organization.

Education:

Executive Master's Degree in Administrative Science

Technology University of MARA
Faculty of Administrative Science and Policy Studies
2022-2023
Major: Business & Public Administration
CGPA: 3.45



Bachelor's Degree in Administrative Science

Technology University of MARA
Faculty of Administrative Science and Policy Studies
2019-2022
Major: Business & Public Administration
CGPA: 3.32



Diploma in Public Administration

Technology University of MARA
Faculty of Administrative Science and Policy Studies
2016-2019
Major: Public Policy
CGPA: 3.33



Professional Work Experience:

Harta Maintenance Sdn. Bhd. (57053-A) [Facility Management/Building Maintenance]  **HARTA®**
September 2022 - Ongoing

1. Business Development Executive (with Operations) (March 2023 – Ongoing)

Description:

- Building relationships with potential clients through various channel.
- Negotiating contracts with clients, ensuring the terms and conditions are favourable to the company and cost effective.
- Facilitating Kick-Off meeting on new projects to integrate related departments in project operation.
- Maintaining customer relationships, handle customer complaints, and maintain relationships to ensure repeat business and maintain key clients.

2. Corporate Communications Executive (September 2022 – March 2023)

Description:

- Managing public relations, maintain positive branding and relationships with the media.
- Write and edit content for speeches, internal communications, and other.
- Crisis management, mitigate crises that could potentially damage the company's reputation.
- Managing events, Plan and manage internal and external events.

3. Junior Digital Marketing Executive Cum Administrative

Description:

- Managing social media, create content that is engaging and relevant to the target audience.
- Email marketing, to engage with customers and promote the company's products or services.

Esther Ong Tengku Saiful & Sree [Legal Firm]

February 2022 – August 2022

E|T|S[®]

4. Human Resource Assistant Cum Administrative (May 2022 – August 2022)

Description:

- Recruitment support, assist with recruitment activities, including posting job ads, scheduling interviews, and communicating with candidates.
- Administrative support, provide administrative support, including filing, data entry, and record keeping.
- Onboarding and orientation, assist with the onboarding process for new employees.

5. Junior Legal Executive Cum Administrative (February 2022 – May 2022)

Description:

- Maintaining legal records, maintaining accurate and up-to-date legal records and databases.
- Managing schedules, managing schedules for executives and other staff, including meetings, appointments, and travel arrangements.
- Managing office operations, such as maintenance, security, and inventory management.

Skills:

No.	Hard Skills:
a.	Preparing Tender Costing and Proposals (RFP, RFQ, RFI, Costings, Procuring Vendor)
b.	Strategic planning and execution ie. Internal, External, SWOT, TOWS, Blue/Red Ocean Analysis.
c.	Project management and Reporting ie. Gantt Chart, Facility Management Planning
d.	Professional Cleaning Operations with BICSc Standard
e.	Microsoft Office (Words, Excel, Power Point, Visio, Project Management)
f.	Adobe (Premiere, Acrobat, Photoshop, Illustrator, After Effects)
g.	Scientific Research (Quantitatively and/or Qualitatively)
h.	Social Media Management ie. Facebook, Instagram, & LinkedIn
No.	Soft Skills:
a.	Corporate Communication and interpersonal skills
b.	Leadership and teamwork
c.	Creativity and innovation
d.	Problem-solving and decision-making

Honours & Awards and Certificate:

PDZSA 2020 Debate Competition @ UiTM Terengganu

Champion for the English Debate Division (KD&O Seremban 3)

HMSB Facility Management Planning ("FMP") [Housekeeping and Pest Control]

Participant for Harta Maintenance Sdn Bhd FMP Workshop for Housekeeping and Pest Control

Professional Cleaning Certificate ("PC1")

Participant of Sinar Global Academy (SGA) Professional Cleaning Certificate

Pentadbiran Kontrak Sub Kontraktor dan Pemahaman Borang Syarat-Syarat Kontrak JKR 203N

Participant of WH Skill Training Sdn Bhd

Memahami Syarat-Syarat Kontrak JKR 203A (Modul 1)

Participant of WH Skill Training Sdn Bhd

References:

1. Mr. Noremy Sollahudin

Senior Manager Business Development

Harta Maintenance Sdn. Bhd.

018 - 299 7189

2. Mr. Raimi Razak

Assistant General Manager

Harta Maintenance Sdn. Bhd.

011 - 1125 0408

3. Ms. Esther Ong Hui Chuen

Managing Partner & Chairman

Esther Ong Tengku Saiful & Sree & International Entrepreneur Network Sdn. Bhd.

03-5637 9700