



“DREAMS DON’T WORK, UNLESS YOU DO”

LOT 2624A, Kampung Padang Gelong Bilal,
Jalan Pasir Panjang,
21100, Kuala Terengganu,
Terengganu Darul Iman.

afif_arepeace@yahoo.com

+60179770834

WAN MUHAMMAD AFIF BIN WAN YUSUF

OBJECTIVE

Build a career in any fields and contribute to the development of the national economy and society. Aims to help improve the skills and knowledge and would help the development of human capital for the nation.

PERSONAL DATA

Wan Muhammad Afif Bin Wan Yusuf

33 Years Old

24 August 1991

Married

PROFESSIONAL ACHIEVEMENTS AND EDUCATION

BACHELOR OF SCIENCE (HONS.) FOODSERVICE MANAGEMENT

-UNIVERSITI TEKNOLOGI MARA PUNCAK ALAM, SELANGOR

CGPA: 3.12

Malaysian University English Test (MUET) : Passed

Passed HACCP certificate with excellent.

- ❖ Penang Invention, Innovation And Design 2014:
Silver Medal (Ungkep Paste)
- Participate Kongres Warisan Melayu Dunia at MATRADE 2014:
Ungkep Javanese Food.

- Participate courses in (GMP) good manufacturing practices, HACCP, halal management, entrepreneurship, processing food at UKM Bangi on October 2015
- Finalist in retro singing competition at state level organized by (KWDI) Kelab Wisma Darul Iman at 2010
- Finalist of UiTM Idol 2014.
- Attend many training related to Human Resources and Administration. For Example: SOCSO,EPF, LHDN, HRDF, HR Management, Employment Act, Management Skills, Talent Management, ISO,IMS, TNA, HR for non HR, Staff Appraisal and Effective Management Training
- Certified International Professional Manager (MPMA)
- Driving License: B2, D

DIPLOMA IN CULINART ART – UNIVERSITI TEKNOLOGI MARA, PULAU PINANG

CGPA: 2.98

Practical in hotel industry : - : Ri-Yaz Heritage Resort & Spa (4 month)

: Hotel UiTM Shah Alam (4 month)

PRE- DIPLOMA(COMMERCE)

CGPA : 3.67

SIJIL PELAJARAN MALAYSIA (SPM): ECONOMICS- PASSED

Certificate : Sijil Kemahiran Malaysia tahap 1

(Pembantu Penyediaan Makanan) – Kolej Inforana Marang

SKILLS

- Expert in typing and computer use : Microsoft Word , excel , office, publisher in 2007,2010,2013.
- Communicate Skill : 2 Language : Bahasa Malaysia and English
- Can work under pressure and overtime
- Punctual, disciplined organized and tidy.
- Self motivated, easy cooperate with others
- Supervise, administration and management skills .
- Responsible taker, independence.
- Can work in team

WORK HISTORY & TRAINEE (2012)

EXPERIENCE

At Kitchen

RIYAZ-HERITAGE RESORT & SPA, TERENGGANU (4 MONTHS)

HOTEL UiTM SHAH ALAM (4 MONTHS)

*PREPARE THE MENU, MISE EN PLACE, CHECK STOCK, AND COOKS

F&B SUPERVISOR (2016)- MAYANG PLACE FOOD COURT- JOHTAW DEVELOPMENT SDN.BHD

- ❖ Supervise All Staff
- ❖ Make Sure All Area Clean And Tidy
- ❖ Make An Hygiene Audit For Every Tenant
- ❖ Count The Stock, Sales, Cash Float
- ❖ Make An Arrangement Task For Every Staff
- ❖ Entertain Customers
- ❖ Purchase Food And Beverages Items
- ❖ Lead For Briefing

ADMIN & HR EXECUTIVE (2016- 2018)- ELEKTRO SERVE (MALAYSIA) SDN BHD

- ❖ Prepare Letter Offer For New Staff, Check Attendance And Issue Warning Letter. Prepare Company Calendar
- ❖ Organize an Event For Family Day, Dinner And Team Building For Staff ,
*Prepare Document For Tender, Register Cidb, Niosh And Petronas Smartcard, Courses
- ❖ Renewal Company License
- ❖ Check Stationary And Pantry Item, Check Maintenance And Make An Audit For All Company Transport
- ❖ Renewals Roadtax And Insurance For All Company Transport,
- ❖ Make a Report For Maintenance Building Problem
- ❖ Prepare Management Approval Paper
- ❖ Monitor Admin Email And Forward The Email To Related Department
- ❖ Find Catering, Contractor And Suppliers
- ❖ Manage For Renewal Permit For Foreign And Expatriate
- ❖ Attend And Prepare The Minutes Of Management Meeting
- ❖ Make A Request Payment
- ❖ Handle interview for staff

HR & ADMIN MANAGER 2019- CURRENT)- ELEKTRO SERVE (MALAYSIA) SDN BHD

- ❖ Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- ❖ Maintains the work structure by updating job requirements and job descriptions for all positions.
- ❖ Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- ❖ Prepares employees for assignments by establishing and conducting orientation and training programs.
- ❖ Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- ❖ Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; and designing and conducting educational programs on benefit programs.
- ❖ Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- ❖ Contributes to team effort by accomplishing related results as needed.
- ❖ Prepare employees monthly salary (payroll)
- ❖ To make sure EPF, SOCSO, HRDF, Staff Overtime and Others contribution paid before date line
- ❖ To make sure staff follow the company policies
- ❖ To propose any activity related to staff such as annual dinner, bonus, family day and team building
- ❖ To monitor IT and administration department
- ❖ Prepared yearly budget for department
- ❖ To present every quarterly achievement for department to management
- ❖ Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- ❖ Retains historical human resource records by designing a filing and retrieval system and keeping past and current records. Cultivates professional and technical knowledge by attending educational workshops, reviewing

professional publications, establishing personal networks, and participating in professional societies.

- ❖ Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- ❖ Manages human resource staff by recruiting, selecting, orienting, and training employees (propose training plan for all staf every year)
- ❖ To administer all HRDF matters including the training grants and claims
- ❖ Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.

ATTENDED TRAINING/COURSES:

- ❖ Awareness On Transition Qms - 30&31.10.2018
- ❖ Pengurusan Penggajian Pekerja Asing - 11.02.2018
- ❖ Documentation Wshop Quality Mgmt System (Qms) Ms Iso 9001:2015 - 15-17.03.2018
- ❖ Ohsas 18001:2007 Awareness Training - 30-31.05.2018
- ❖ Effective Management Training - 7-9.09.2018
- ❖ Bajet Workshop 2019 - 21-22.10.2018
- ❖ Effective Performance Appraisal Training - 17-19.11.2018
- ❖ Hearing Conservation Training Program - 15.8.2019
- ❖ Bengkel Penerangan Zakat - 30.9.2019
- ❖ Seminar 'Saya Majikan Bijak' Lhdn - 12.9.2019
- ❖ Seminar Hr Digital - 7.9.2019
- ❖ Awareness For Intergrated Management System (Ims) - 15.01.2020
- ❖ Human Resources Administration - 20.01.2020
- ❖ Swot Analysis & 7qc Tools Problem Solving Training - 24.06.2020 - 25.06.2020
- ❖ Kursus Amalan Persekitaran Berkualiti 5s - 29.06.2020 - 30.06.2020
- ❖ Global Talent Management - 01.09.2020 - 03.09.2020
- ❖ 5s Internal Audit Training -14.09.2020 - 15.09.2020
- ❖ Hr For Non Hr Training - 22.09.2020 - 23.09.2020
- ❖ Awareness For Intergrated Management System (Ims) Internal Audit Training - 21.10.2020 - 22.10.2020
- ❖ Success Leadership: Building Resilience With A.I. Tech - 03.11.2020
- ❖ Swot Analysis For Iso 45001 & Iso 14001 - 21.04.2021
- ❖ Seminar Tempat Kerja Bebas Dadah - 23.06.2021 - 24.06.2021
- ❖ Company T&C Briefing For - 01.07.2021
- ❖ Walkthrough Hris - 14.09.2021
- ❖ Certified HR Professional Management Training - 17.10.2021 - 04.01.2022

- ❖ Microsoft Excel Training - 19.12.2021 - 20.12.2021
- ❖ Pengurusan Dan Pemberhentian Pekerja Mengikut Akta Kerja 1955 - 14.04.2022
- ❖ Pengurusan Cuti Termasuk Cuti Kuarantin Mengikut Akta Kerja 1955 - 21.04.2022
- ❖ Open Day Hrdcorp - 28.06.2022 – 29.06.2022
- ❖ Act 1955 Amendment - 26.10.2022
- ❖ Kpi And Performance Management Course - 13.01.2023
- ❖ Training Need Analysis - 21.02.2023 & 22.02.2023
- ❖ Industrial Relation Act - 1.06.2023
- ❖ Seminar Imbangi Kerjaya & Keluarga, Keseronokan Bekerja- 29.01.2024

REFERENCES **PUAN NORHIDAYAH BT. ABDULLAH**

Senior Lecturer,
UiTM Puncak Alam,
Selangor.
Norhidayah79@gmail.com
010-3656846

CIK NORAIDA ABD PATAH

IT Admin & Coporate Senior Manager ,
Elektro Serve (Malaysia) Sdn Bhd,
aida@elektroserve.com.my
09-8288221