



# SHAHRUL NAZIM BIN SHAHRUL NIZAM

## Airline Cabin Crew

- DRUMS GRADE 8 FROM YAMAHA MUSIC SCHOOL IN KELANA JAYA , SELANGOR. Completed in 2018/2020

### About Me

Extremely motivated to constantly develop my skills and grow professionally. I am confident and have strong morals and ethics for honesty, very reliable with strong responsible attributes. Commitment is number one for me and I am willing to work hard and gain new experiences in working.

### Work Experience

MTA ENERGY SERVICES SDN BHD  
SEPTEMBER 2019 - MARCH 2020

- Make calls, filing, handling office needs, Answer call from vendor, Do emailing to vendor, supplier and customer, handle the office administration , attend meeting appointment with supplier and vendors.
- Key in Data entry information on Microsoft Excel.

SKYNET WORLDWIDE SDN BHD  
MARCH 2020 - MARCH 2021

- Answering customer call, helping customer with their problem shipment, emailing customer, making report, forwarding messages to station regarding aging shipments, making report for lost and return shipment, double checking for damage parcel and sending warning email to station for long aging shipment.

PROVEST HOME SDN BHD (part-time)  
JANUARY 2022 - SEPTEMBER 2022

- Delivering carpenters , employees and materials.
- Doing miscellaneous tasks such as banking in cheques.

MY HIVE SDN BHD

MARCH 2021 - JANUARY 2022

- Make calls, filing, handling office needs, Answer call from vendor, Do emailing to vendor, supplier and customer, handle the office administration , attend meeting appointment with supplier and vendors.

### References

- 1) Name : AMJETH KHAN  
Designation : MANAGER OF E-COMMERCE AND COMPLIANCE  
Address : 4, Jalan SS 13/5, Subang Jaya Industrial Estate, 47500 Subang Jaya, Selangor  
Number : 012-587 0083  
Company : Skynet Worldwide Sdn. Bhd.
- 2) Name: Michelle Lim  
Designation : MANAGER  
Number : 012-3578921  
Company: MTA ENERGY SERVICES SDN BHD

### My Contact

✉ armband54@hotmail.com

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📍 NO 9. JALAN PJU 1A/35 ARA  
DAMANSARA, PETALING JAYA,  
SELANGOR.

### Hard Skill

- Good communication skills.
- Excellent interpersonal skills.
- The ability to remain calm in emergencies or when dealing with difficult passengers.
- Able to swim during emergency situations.
- Good colour vision and hearing.

### Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

### Education Background

- DIPLOMA IN ECONOMICS FROM UNIVERSITI TEKNOLOGI MARA (SEKSYEN 17 , INTEC UiTM SHAH ALAM)  
Completed in 2013
- SPM FROM SAPURA SMART SCHOOL ( 7A's )  
1 PERSIARAN A, OFF, JALAN LAPANGAN TERBANG SUBANG, 47200 SUBANG, SELANGOR  
Completed in 2011
- PMR FROM SAPURA SMART SCHOOL ( 7A's )  
1 PERSIARAN A, OFF, JALAN LAPANGAN TERBANG SUBANG, 47200 SUBANG, SELANGOR  
Completed in 2007/2010