

Curriculum Vitae



Full Name : Amirul Bin Annuar
Date of Birth : 22 November 1996
Place of Birth : Kuching, Sarawak
Age : 24 years old
I/C No. : 961122-13-5329
Sex : Male
Marital Status : Single
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Academic Background

Expected to finish end of 2020 : Degree in Accounting and Finance, University of Sunderland
2016 : Diploma in Management with Multimedia, Multimedia College (3.97 CGPA)
2013 : Sijil Pelajaran Malaysia (SPM), Sekolah Menengah Kebangsaan Petra Jaya

Course Attended

4 – 5 December 2019 : Employment Law (SLO), EPF Act 1991, SOCSO Act 1969 & EIS (2018)
20– 23 June 2020 : Leadership within me
7 March 2019 : LHDNM-MEF – Voluntary Disclosure

13 – 15 August 2018 : Advanced Excel and Pivot Table

14 – 15 May 2018 : High Impact Presentation Skills

21 – 23 November 2017 : 13th World Islamic Economic Forum.

LANGUAGE

Language	Oral	Written
English	Very Good	Very Good
Bahasa Malaysia	Very Good	Very Good

Working Experience

1) February 2020 – PRESENT : Special Officer to Managing Director at Bispuri Sdn Bhd

Scopes and Responsibilities

- Responsible in creating rapport with potential and existing clients, contractors and arrange meeting.
Responsible in the planning and overseeing new market initiatives
- Research organizations and individuals to find new opportunities
- Develop goals and business growth and ensuring that they are met.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses
- Overseeing special projects and tracking progress towards company goals
- Supervising day-to-day operations of the administrative department and staff members.
- Report and support Managing Director in daily work.

2) January 2017 – January 2020 : Admin Officer, Human Capital Department at Sacofa Sdn Bhd

Scopes and Responsibilities

- Responsible in overseeing the office assets in regards of: acquisition, maintenance, asset management, disposal and writing off.
- Develop goals and KPI for the subordinates and to support the team to achieve the departmental goal.
- Working with multiple departments on the execution of organizational projects.
- Responsible in improvement and management of company's vehicle fleet.
- Assist in payroll process and ensuring the legitimacy of claims.
- Develop and manage the duty roster for the operation team.

- 3) Other Experience : MyCorps Pilot Project in Cambodia to eradicate Open Defecation problem. (2016)
- : Lead Sarawak MyCorps Team in infrastructure development (2018)
- : Assist in GlobalSadaqah program in identification and distribution of the aids during Covid19. (2020)
- : Organize Golf Competition for PPIIT Retreat in 2019.
- : Organize Sacofa Run in 2019

Computer Skill

Software	Skills
MS Words	Very Good
MS Power Point	Very Good
MS Excel	Very Good
Adobe Photoshop	Good
Adobe Lightroom	Very Good

References

1) Annuar Bin Hussain
 Managing Director
 Bispuri Sdn Bhd
 Lot 368, 3rd Floor,
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 Phone : 082 - 247 203

2) Morni bt Narawi
 HR Manager
 Sacofa Sdn Bhd
 216B, 3rd Floor, Jalan Satok, Sarawak, 93400 Kuching
 Phone : 082 – 416 000