



MUHAMAD IZZUDDIN BIN ABU BAKAR

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ABOUT ME

Real Estate Management graduate passionate about property transformation and client success. Proactive problem-solver with strong communication skills, seeking a role in property management, sales, marketing, or a related field to apply expertise in public relations and contribute to a company's success.

EDUCATIONAL BACKGROUND

Universiti Teknologi MARA (UiTM) Shah Alam | 2020-2024

Bachelor of Estate Management (Hons.)

Award: Dean Award (2nd Semester)

CGPA : 3.16

Kolej Tingkatan Enam, SMK Seri Balik Pulau, Penang |

2018-2019

Sijil Tinggi Pelajaran Malaysia (STPM)

Award: Best Student STPM 2019

CGPA: 3.67

SMK Seri Balik Pulau, Penang | 2013-2017

Sijil Pelajaran Malaysia (SPM)

HARD SKILLS

Microsoft Office Suite:

- Proficient in Word, Excel, Powerpoint & Outlook

Data Analysis:

- Basic data analysis using Excel & Google Sheets

Graphic Design:

- Proficiency in graphic design using Canva & CapCut

Digital Marketing:

- Proficient understanding of digital marketing concepts & tools

Social Media Management:

- Experience in managing & updating social media profiles.

LANGUAGES

- Bahasa Melayu - Native Proficiency
- English - Professional Proficiency

WORK EXPERIENCE (FULL TIME)

Penang Development Corporation (PDC) (16 Oct 2023 - 2 Feb 2024) | Internship

- Prepared and drafted rent extension letters, ensuring accurate and timely communication with tenants.
- Created memos for internal and external communication within the rental team, facilitating smooth coordination.
- Assisted in the preparation of tenancy agreements, ensuring compliance with legal and company standards.
- Issued rent payment reminders, contributing to on-time rent payments and reduced arrears.
- Collaborated with the Sales & Marketing team to plan and execute rental promotions at KOMTAR, Kompleks Jalan Kedah and Komuniti Mall.
- Participated in inspections of vacant units at KOMTAR, ensuring proper documentation and readiness for potential tenants.
- Supported the Sales & Marketing team in various tasks to enhance overall property marketing efforts.

Sunlite Electronic (M) Sdn. Bhd. (31 Dec 2019 - 11 Sep 2020) | Production Operator & Assistant Supervisor

- Operated production equipment to ensure products were manufactured correctly and efficiently.
- Assisted the production supervisor in overseeing the production process and ensuring that it met quality standards.
- Provided guidance and support to operators, addressing concerns and ensuring compliance with safety regulations.
- Trained and supervised production staff, ensuring that they understood and followed all SOPs.
- Assisted in inventory management and order fulfillment.

WORK EXPERIENCE (FULL TIME)

Esquel Malaysia Sdn. Bhd. (1 Dec 2019 - 28 Dec 2019) | Production Operator

- Operated textile manufacturing machinery such as weaving machines, spinning machines, & dyeing machines.
- Monitored product quality to ensure they met the required standards.
- Identified and resolved minor issues with machinery to ensure smooth operations.
- Maintained records of production output, machine maintenance, and any production issues.

KL Metro Land Development Sdn Bhd @ Lexis Suite Penang (1 Apr 2018 - 31 Apr 2018) | Pool Attendant

- Monitored and maintained pool water quality by regularly checking chlorine and pH levels.
- Conducted routine inspections to ensure the cleanliness and safety of the pool area.
- Performed necessary maintenance tasks to address issues and prevent downtime.
- Responded promptly to any guest concerns or inquiries related to the pool.

ACTIVITIES AND INVOLVEMENT

Inside UiTM

- Assistant Class Representative, 2020
- Attend Sharing Session "Alumni Success Stories", 2022
- Attend the Career Development Module Program (MPK), Kolej Alam Bina, 2023
- Attend Real Estate Agency Webinar, 2023
- Attend Property Valuation & Management Course, 2024

Outside UiTM

- Member of Penang Youth Volunteer, 2021-2022
- Committee Member of Pemuda Masjid Jamek Simpang Empat, 2023-2024

ACHIEVEMENT

Inside UiTM

- Runner-up Estate Management Property Exhibition (EMPEX 2023)
- Runner-up Best TikTok Video EMPEX 2023


Outside UiTM

- Certificate of Appreciation from the Office of the Bayan Baru Member of Parliament for being the front liner in the fight against the COVID-19 pandemic.

REFERENCES


Pn. Azmah Che Rus
(PDC Officer Grade N29)

 Property Development & Management
Division, Penang Development Corporation

 +60 13-671 7709

En. Amran Bin Ahmad
(PDC Officer Grade N44)

 Property Development & Management
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