

# MUHAMMAD IDZHAM SYAH BIN OTHMAN

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## OBJECTIVE

Graduated Bachelor of Public Management with Honors minor in Corporate Communication who is hardworking and quick to learn. Also, beable to work in a team and be eager to learn new knowledge. I gladly accept any advice with open arms. I'm also a responsible person who enjoys multitasking.

## EDUCATION

### Bachelor of Public Management with Hons. (Corporate Communication) Universiti Utara Malaysia

Oct 2020 — Feb 2024

- CGPA: 3.62/4.00
- Received Dean's Award Semester 1,2,3,4.
- Received Anugerah Khas Kepimpinan Session 2021/2022

### Sijil Tinggi Pelajaran Malaysia (STPM) - Social Science

July 2018 — Nov 2019

- CGPA: 3.25/4.00
- MUET: Band 3

## EXPERIENCE

### Relationship Manager at Maybank Premier Wealth Centre Ipoh Main Branch

April 2024 - Present

- Build and keeps a relationship with existing Maybank Premier, high-net-worth clients, and nurture new clients to be onboarded to Premier services.
- Handled and managed high-net-worth and high valued client's financial portfolio.
- Ensuring client satisfaction, managing, and providing exceptional customer service.
- Analyzed and identified market updates, dynamics, and trends of Unit Trust, Investment and Fund.
- Promote a full range of Wealth Management products such as investment (eg: unit trusts, structured products, dual currency deposits), insurance plans, financing solutions, and credit cards.

### Practical Trainee/Internship Human Resources Department at Nestlé Distribution Centre Sijangkang, Klang

Sep 2023 – Feb 2024

- **Talent Acquisition** - Manage to handle an interview for new candidates.
- **Annual Dinner Committee "A Night to Remember (Group Logistics)"** – In charge of creating video for 25 Years Awards, Salman's Farewell, and poster.
- **Onboarding** – Handle and managing with new hires related to HR and Security guidelines.
- **Internal Communication Coordinator** – Responsibility of managing internal communication channels (memo, notice), including email within organization.
- **Procurement** – Order, collect, and distribute operations uniforms and safety shoes.
- **Community Engagement** – Involved Corporate Social Responsibility (CSR) program Nestlé Cares – Back 2 School Packaging at UniKL BMI.
- **Training Calendar & Tracker** - Planning and organize the training for operations include Halal Training, Safety, Food Handler, and others.

### On-Campus Job at Student Affairs and Development Universiti Utara Malaysia

April 2023 – Aug 2023

- **Administration Tasks** - Perform various clerical and administrative duties such as answering the telephone, typing documents, filing, and consulting with clients.
- Documentation, Filing, Approval Paperwork, Data Entry, Tracking Expenses, Arranging Business Travel, Meeting Arrangements, Project Planning.

### Sales Assistant at Caribou Cafe Teluk Intan

July 2022 – Sep 2022

- Help locate products for customers, place orders, place holds, process transactions, and keep the sales floor organized and well-stocked.

## CO-CURRICULAR INVOLVEMENT

### Student Representative Council Universiti Utara Malaysia 2021/2022

2021 - 2022

- Assign as Executive Student Development & Moral I
- Student representative for the School of Government
- Contribute greatly and serve as a liaison between students, university administration, and faculty.
- Assisting faculty with events and programs (such as the Dean's List Award and Practicum Talk).

### Delegates representing School of Government Universiti Utara Malaysia for Mobility Outbound Universitas Muhammadiyah Yogyakarta (International)

March 2023

- Delegate School of Government (SoG) student to Yogyakarta.
- Represent SoG for University Research Colloquium (URECOL) 17th 2023.
- Create a new network with students in Indonesia at Universitas Muhammadiyah Yogyakarta.

**Deputy Director of Pesta Konvokensyen - 34, Universiti Utara Malaysia (National)**

- Responsible for activities, welfare, and merchandise before and after the event.
- Brainstorm with the team to make sure all departments perform well.

**Nov 2022****Deputy Director of Projek Amal Ramadhan (National)**

- Responsible for media, activities, and welfare before and after the event
- Led the team to brainstorm and execute tasks on time.
- Distributed food for sahur and iftar for students.

**April 2022****Director of Majlis Berbuka Puasa Perdana Hari Arafah (National)**

- In charge of the entire planning and execution of the program from start to finish.
- Able to organize a 1500-students during an endemic with full control and following Standard Operation Procedure (SOP).

**April 2022**

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**SKILLS****Effective Communication**

- Applied effective communication and was selected as a moderator and emcee for a few highly impactful forums.
  - **SME Fun Festival: Closing Ceremony** – July 2023 (National)
  - **Nada Muda (Pesta Malaya)** – February 2023 (National)
  - **Inter Cultural Concert (ICC)** – June 2022 (International)
  - **Minggu Suai Kenal 2021/2022** – March 2022 (National)
  - **Master Journey In Australia** – June 2022 (International)

**Event Management**

- Driven and experienced in planning and supervising small- and large-scale events with a positive attitude and grace.
  - **Bacaan Ikrar Sempena Sambutan Hari Belia Negara** – May 2023 (National)
  - **Majlis Anugerah Dekan School of Government** – Dec 2020/Jan 2022/July 2022/Nov 2022 (University)
  - **Minggu Suai Kenal 2022/2023** – Oct 2022 (National)
  - **Townhall Bersama TNC HEPA** – July 2022 (University)
  - **Inter Cultural Concert (ICC)** – June 2022 (International)

**OTHER SKILLS & LICENSES****Microsoft Office** – Advanced**Canva** – Advanced**Adobe Illustrator** – Intermediate**Power BI** – Basic**English** – Intermediate**Malay** – Advanced**FIMM** – Federation of Investment Managers Malaysia**TBE** – Takaful Basic Examination (Life & General)**CEILI** – Certificate Examination in Investment-Linked Insurance**PCEIA** – Pre-Contract Examination for Insurance Agents (Life & General)**REFERENCE****Norasyikin Khalid**

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