



INFORMATION

Name : MOHD. HARRIS BIN IDRIS

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Address : No17,Lorong Naluri Ria 1,

Taman Naluri Ria,

13500 Permatang Pauh,

Pulau Pinang

INTERESTS

- Event Planning
- Playing guitar
- Traveling
- Cooking

SKILLS

LANGUAGE

- English (Advance)
- Malay (Advance)

SOFTWARE

- Microsoft Words (Advance)
- Microsoft Power point (Advance)
- Microsoft Excel (Advance)
- Canva (Advance)
- WIX website creator (Advance)
- Condo Master system (Intermediate)



EDUCATION

- **TECHNOLOGY COLLEGE SARAWAK (TCS)**
 - Bachelor In Islamic Finance (BIF) - (2019 - 2022) : CGPA 2.09
 - Foundation in Business (FIB) - (2018 - 2019) : CGPA 3.73
- **SEKOLAH MENENGAH KEBANGSAAN MERBAU MIRI (2013-2016) - SPM**
 - 2A-,4B,2C



WORK EXPERIENCE

Allied Group Property Services Sdn Bhd (Admin Dept.-

February 2023 – Present)

- Prepare and filling documentation of Annual General Meeting (AGM) & Monthly Meeting Minutes.
- Handling and assist to set up meeting and prepared slide and important document for Annual General Meeting AGM .
- Preparing Notice, Letter and any document necessary to owner needed.
- Issue receipt to owner.
- Respond to owner inquiries.
- Work orders and maintenance tracking.

Pejabat Residen Bahagian Miri (Internship Finance Dept.- February

2022 - June 2022)

- Documentation of Scorecard MS ISO.
- Assist to set up meeting and prepared slide and important document for discussion.
- Assist in the preparation of budget.
- Participated in review financial policies.
- Update internal systems with financial data.

MDS Plastic Factory, Miri (June 2017 - August 2017)

- Provided efficient customer service and assistance to customers.
- Assisted in administrative tasks and inventory responsibilities.
- Maintained the upkeep cleanliness with order and neatness of displays throughout the store.
- Unpacked incoming goods,wrapped and packed outgoing good.



ACTIVITIES / ACHIEVEMENTS

- Student Council (Home Secretary) in Technology College Sarawak (TCS) in (2019 - 2020).
- Participated in MASISWA in TCS Basketball team in 2019.
- Team manager for TCS basketball team in 2018.



PERSONAL SUMMARY

- Great co-operative skills
- Keen to learn new skills
- Good in Microsoft software
- Fast learner
- Easy to communicate with colleagues and customers



REFERENCE

- Kent Lie Khor (IT Manager)
- 017-545 5261
- Allied Group Property Services Sdn. Bhd
- 18-21-A1, Menara Gurney, 18 Gurney Drive, 10250 George Town, Penang