MOHAMAD NAJIB BIN ABDUL GHAFFAR

Bachelor of Business Administration (Hons.) Management with Multimedia

Gender	Male	**Marital Status**	Single
Nationality	Malaysian	**Email**	najibghaffar@gmail.com
Contact No	+6014 7165 458 (Mobile) +6013 3675 001 (Mobile)	**Date of Birth**	25th April 1992
Address 1	No. 4, Jalan 4/5, 43650, Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia	**Internship Period**	2nd June – 5th Sept 2014

EDUCATIONAL BACKGROUND

2010 - Current	**Multimedia University, Cyberjaya** • Bachelor of Business Administration (Hons.) Management with Multimedia • Current CGPA: 3.01
2005 - 2009	**SMK Jalan Tiga, Bandar Baru Bangi** • Distinction in English and Maths

SOFTWARE

- Microsoft Office
- Photoshop
- Paint.Net

WORKING EXPERIENCE

Advanced AQUATICS, Swimming Instructor

- **Achievements:** Managing, coaching and advising swimmers from all ages. Responsible in leading a group of students on safety awareness

Kentucky Fried Chicken Corporation, Service Crew

- **Achievements:** Responsible in leading a cooking group island and managing logistics

EXTRA CURRICULAR ACTIVITI(ES)

1. Leadership

Head of Project Assignment

- Navigated students' task throughout 2 years of Management Programme.
- **Achievements**: Complimented the best team members by respective associate professor.

2. Entrepreneurship

. Cyberpreneurship Programme

- Managed in recruiting participants, award giving ceremony, logistics matters and customers' relationship
- **Achievements:** Managed to collect RM 1250.00 within one day event

3. Outdoor Activities

PADI Certified Diver

- PADI – Professional Association of Diving Instructors, the world's largest recreational diving membership and diver training organization.
- **Achievements:** Successfully passed in Junior Open Water Diving course assessment (40 m below sea level) and officially recognized by PADI, Australia.

Selangor State Representative National Swimming Competition

- An event held in three different states; Shah Alam, Paroi and Pulau Pinang
- **Achievements**: 1st runner up for 50m freestyle at target time 30.05sec.

Putrajaya Sailor

- Represented Lake Club Putrajaya for 11km sailing race in conjunction of Kuala Lumpur Day.
- **Achievements:** Successfully sailed for 11km

ACADEMIC COURSES TAKEN

- Total Quality Management
- Production & Operation Management
- Programming for Business Application
- Advanced Managerial Statistics
- Business Law
- Global and Strategic Management
- Cross Cultural and Human Resource
- Research Methodology
- Management Information System

PERSONAL REFERENCES

Academic Referee
Dr. Jayashree
Associate Professor
Faculty of Management
Multimedia University
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Working Referee
Abdul Hafiz Salleh
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