

RESUME

ANWAR HALIM BIN NOR HASHIM

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PERSONAL DETAILS

Age	: 35	IC Number	: 840504-06-5169
Date of Birth	: 04 May 1984	Place of Birth	: Bentong, Pahang Darul Makmur
Sex	: Male	Race	: Malay
Religion	: Islam	Nationality	: Malaysian
Marital Status	: Married	Height/Weight	: 168cm/78kg

CAREER BACKGROUND

1) Government Sector

Position / Company	Job Description	Contribution	Recognition
Sept 2019 – current Administrative Officer, N44 Service, Management Psychology & Welfare Programme, Human Resource Management Centre, Malaysian Agricultural Research and Development Institute (MARDI) Serdang, Selangor	Coordinating and analysing the implementation of MARDI Council Meeting (MBM), security affairs of the Institute classified documents, file management, loan, Family Takaful Protection Insurance Scheme (PTKB) and maintainance the Records Management Services (BKP) to all Institute Staff.	None	None
Nov 2016 – Sept 2019 Administrative Officer, N44 Administrative Officer, N41/N44 (Nov 2015 – Nov 2016) Administrative Officer, N41 (Jun 2013 – Nov 2015) Training and Competency Programme, Human Resource Management Centre, Malaysian Agricultural Research and Development Institute (MARDI), Serdang, Selangor	Planned and managed competency assessment activities such as training and internal / external examination to all Institute staff.	<ul style="list-style-type: none"> Process owner in implementing Lean Management Practices at Human Resource Management Center. Assisted in the implementation of KIK Activities (Academic Training System). Managed the Landscape project with MARDI researchers MARDI Two-way Cooperation with Insitute Latihan Statistik Malaysia (ILSM). 	<ul style="list-style-type: none"> Hadiah Cuti Belajar Bergaji Penuh MARDI (HCBBP) For Master Programme in 2017. Recipient of the Service Excellent Award in 2016. Champion - Konvensyen Kumpulan Inovatif & Kreatif in 2015.
August 2011 – Mei 2013 Senior Executive Officer, N32 Malaysian Qualification Agency (MQA) Petaling Jaya, Selangor	<ul style="list-style-type: none"> Facilitated the preparation of chronological planning for PPT meeting with CEO MQA. Assisted in managing COPPA and COPIA workshop preparation. Assisted in managing supervision 	Part of the committee in upgrading Sistem Pertanyaan dan Pengurusan Aduan (SPPA) in the MQA's Portal.	Recipient of the Service Excellent Award in 2011.

Position / Company	Job Description	Contribution	Recognition
	clinic/workshop in preparing MQA document 01 and MQA 02 to IPT.		
June 2008 – August 2011 Executive Officer, N27 Malaysian Qualification Agency (MQA) Petaling Jaya, Selangor	Assisted in managing complaint regarding the misconduct of Higher Education through email, face to face meeting, letter, telephone and Sistem Pengurusan Aduan dan Pertanyaan of Ministry of Higher Education (SPPA).	Designed the authority card and appointment certificate for MQA's Enforcement and Investigation Officer.	<ul style="list-style-type: none"> • Recipient of Excellent Award Staff for the quarter year of 2008 and 2011. • One of the Enforcement and Investigation Officer that was elected by the Minister of Higher Education in 2009.

2) Private Sector

Position / Company	Job Description	Contribution	Recognition
September 2007 – May 2008 Assistant Executive Marditech Corporation Sdn. Bhd. Serdang, Selangor	Developing an overview of the approach, assigning team members to various responsibilities, setting goals and developing timelines and ensuring all elements of a project are progressing on time and on budget as anticipated.		None
May 2006 – August 2007 Project Assistant / Consultant Marditech Corporation Sdn. Bhd. Serdang, Selangor	<ul style="list-style-type: none"> • Conducting research, drafting reports, keeping project management tracking systems updated and fielding calls and managing correspondence from project team members. • Handle administrative functions, such as planning meetings, performing outreach, tracking budgets and overseeing the minute details associated with complex task tracking. 	Managed project in countries worth RM 782,503.73 and international projects worth USD 91,758.00	None
May 2005 – Sept 2005 Volunteer Taman Warisan Pertanian Putrajaya	<ul style="list-style-type: none"> • Introducing tourists to the Taman Warisan Pertanian's unique and popular attractions. • Planning and organising tours around a certain area of interest. • Involved in producing pineapple sauce, papaya sauce and banana sauce. 	Committee Member of Fashion Evolution Putrajaya 2005.	None
Mac 2003 – Jun 2003 Pump Attendance Petronas Jalan Tras, Bentong, Pahang Darul Makmur	<ul style="list-style-type: none"> • Activate fuel pumps and fill fuel tanks of vehicles with gasoline or diesel fuel to specified levels. • Collect cash payments from customers and make change, or charge purchases to customers' credit cards and provide customers with receipts. • Clean parking areas, offices, restrooms, and equipment, and remove trash. 	None	None

EDUCATION & QUALIFICATION

INSTITUTION	LEVEL	RESULT
Sept 2017 – Sept 2019 Putra Business School (PBS) UPM, Serdang, Selangor	Master of Business Administration (Human Potential Management)	CGPA : 3.781
Sept 2017 – Sept 2019 Malaysian Institute of Human Resource Management (MIHRM)	Certified Advance Human Resource Manager	PASS
June 2008 – June 2010 Universiti Putra Malaysia (UPM) Serdang, Selangor	Bachelor of Business Administration (Human Resource Management)	CGPA : 3.196 Honours Second Class Upper
July 2005 – Aug 2005 APR Aviation Training Centre Shah Alam, Selangor	Aircraft Mechanic Level 1	PASS
May 2002 – Mac 2005 MARA University of Technology (UiTM) Alor Gajah, Malacca	Diploma in Business Studies MUET	CGPA: 3.33 Dean List: April 2003 (2 nd Sem); Mac 2004 (4 th Sem) Band 3
Feb 2000 – Nov 2001 Mara Junior Science College (MRSM) Balik Pulau, Penang	Sijil Pelajaran Malaysia (SPM)	4A 3B IC ID
Jan 1997 – Dec 1999 Sekolah Menengah Kebangsaan Ibrahim Sungai Petani, Kedah	Penilaian Menengah Rendah (PMR)	6A 2B
Jan 1991 – Dec 1996 Sekolah Kebangsaan Petani Jaya Sungai Petani, Kedah	Ujian Penilaian Sekolah Rendah (UPSR)	3A 1B

REFERENCES

Tn. Hj. Mahamad Hasri Bin Lebai Mustafa
 Director

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