

MUHAMMAD HAFIZI BIN HUSAINI

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EDUCATION

- Bachelor of English with Communication (Hons.), UniSZA, Terengganu (2012-2016)
- Sijil Tinggi Persekolahan Malaysia (STPM), SMK Seri Perak, Perak (2010-2011)

WORKING EXPERIENCE

Administrative Officer at University Community Transformation Center, UPSI (2019 - 2020)

- Data management (collect and key-in)
- Meeting management (date, location, material, minute)
- Paperwork management (preparation and program status)
- Voluntary works
- Event management

Administrative Assistant at Corporate Communication Department, UPSI (2016 - 2018)

- Event protocol and management
- MoU/MoA/Lol management
- Promotion activities
- Handling visits from other schools/institutes
- Usherer
- Proofread and translate

INVOLVEMENTS AND CONTRIBUTIONS

- 1) **Volunteer for Educating Communities Program at Pulau Tuba, Langkawi, Kedah**
 - Rebuilt a mini library for the community.
 - Started from scratch (measuring, buying, painting, building, etc.)
- 2) **Secretariat (protocol) for Majlis Istiadat Konvokesyen Kali ke-18 UPSI 2017**
 - Coordinated all the guests including Minister of Higher Education and Chief Minister of Perak
 - Monitored the following up process until the convocation day.
 - Given the responsibility to be the liaison officer for the Pro-Chancellor.
- 3) **Majlis Berbuka Puasa Media bersama UPSI 2018**
 - Coordinated the invitation to UPSI's media partners through email.
 - In-charge of the preparation and managing guests' relation.
- 4) **Pameran Pendidikan & Kerjaya Kolej Matrikulasi 2017**
 - Organized and set up the booth including all the materials for the exhibition.
 - Arranged and delivered a talk for the audiences.
 - Promoted the university to the stakeholders (students and parents) at the booth.
- 5) **Memorandum of Agreement (MoA) between Lithuania & UPSI for Solar PV Project Launch**
 - Coordinated the preparation of the MoA (tagging, salutation)
 - Wrote the media write-up for the event, which was then got published in the university's magazine.
 - Being the responsible person to usher all the VIPs.
- 5) **Volunteerism**
 - Facilitator of weekly activity with high school students for A Weekend in English program.
 - Volunteered for Improving English Program under Rapid Reader Kuala Terengganu Tuition Centre.