



AHMAD AMER BIN MD ISA

017-6017201 | 920915-10-6519 | en.ahmadamer@gmail.com | Malay | Cheras, Malaysia.

Experienced HR Executive with a background in overseeing operations and a previous role as a flight attendant ensuring passenger safety. Proficient in Microsoft Office and system programming, possessing strong leadership and communication skill.

EXPERIENCE

2024	○	HUMAN RESOURCES EXECUTIVE, NSK TRADE CITY SDN. BHD. As the Human Resources Executive, I oversee all HR functions to support our workforce for local and foreigner staff. This includes recruitment, training, and performance management to ensure we have the right people in the right roles. I also develop HR strategies aligned with company goals, update policies, manage employee relations, and handle payroll.
2020-2024	○	HUMAN RESOURCE EXECUTIVE, DAISYA EMPIRE SDN. BHD. As a Human Resource Executive at Daisya Empire Sdn. Bhd., my role involves overseeing HR functions including recruitment, training, performance management, strategic planning, policy development, employee relations, budget management, ensuring compliance with labor laws, and fostering a positive work environment.
2017-2019	○	FLIGHT ATTENDANT, FLYGLOBAL CHARTER SDN. BHD. The flight attendant's job scope involves ensuring passenger safety, delivering exceptional customer service, and maintaining cabin cleanliness and organization throughout flights.

EDUCATION

Current (Last Semester)	○	MASTER OF APPLIED ENTREPRENEURSHIP, UNIVERSITY TECHNOLOGY MARA (UiTM) CGPA: 3.58 GPA : 3.55 ESTIMATE ENDED IN : JUNE 2024
2019- 2022	○	BACHELOR OF OFFICE SYSTEM MANAGEMENT (HONS), UNIVERSITY TECHNOLOGY MARA (UiTM) CGPA : 3.36
2013- 2015	○	DIPLOMA IN OFFICE MANAGEMENT AND TECHNOLOGY, UNIVERSITY TECHNOLOGY MARA (UiTM) CGPA : 2.96
2008 -2009	○	S.M.K LA SALLE KLANG PASS

SKILLS

- **Microsoft Office:** Word, Access, Publisher, Excel, PowerPoint, Project, FrontPage.
- **System Programming Basics:** Adobe Photoshop, Paint, Internet Explorer, and other common computer application software.
- **Language Skills:** Fluent in written and spoken English and Malay.
- **Personal Traits:**
 1. Strong will and hardworking.
 2. Excellent typing skills.
 3. Fast Learner.
 4. Leadership ability.
 5. Effective communication with individuals at all levels.
 6. Team player with motivation and energy.
 7. Thrives under pressure.
 8. Excellent time management and planning skills.
 9. Honest, active, and outspoken.

ACTIVITIES

- **2013-2015:** President, Entrepreneurship Club at University Technology Mara (UiTM).
- **2013:** Committee member, Office Management and Technology at University Technology Mara (UiTM).
- **2013-2015:** Leader, Dorm 36-1 at University Technology Mara (UiTM).

REFERENCES

- **Siti Nurazmaidatul Amira binti Mohd Amran**
Human Resources Senior Executive
NSK Trade City Sdn. Bhd. (Cheras, Batu.9)
+601121253039