



# AHMAD TAWFIK BIN ABDULLAH


## PERSONAL PROFILE


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Extremely motivated to constantly cultivate my skills and enhance professionally. I am confident in my ability to produce works with high quality and achieve the high level of satisfaction for clients.

## CONTACT

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 No. 14-02, Pangsapuri Persanda 3, Jalan 13/64, Seksyen 13, 40100, Shah Alam, Selangor.

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 010-5671-078

## EDUCATION

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Management & Science  
University (MSU)  
Bachelor in TESL (2017-present)  
Foundation in TESL (2016-2017)

## SKILLS

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- Exceptional communication and writing skills
- Successful working in a team environment, as well as independently
- The ability to multi-task and produce highly excellent ideas
- The ability to lead a team and deliver quality results
- Extraordinary management and leadership skills

## WORK EXPERIENCE

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### **Kangsar Anggun Enterprise, Clerk Typist**

JANUARY 2014-PRESENT

- Maintained and organized numerous office files
- Constantly translating the company documents from English to Malay and vice versa
- Proofread and edit the company documents
- Type and produce the company documents
- Providing clerical works to the company such as writing, typing, printing, emailing and preparing letters