

ABD. RAZAK SAID
Universiti Teknologi Mara
Lintasan Semarak, Pahang Branch
26400 Bandar Jengka
Pahang
Malaysia

Permanent Address: 504 South Hays Street, Apartment 5, Carbondale, IL
62901 USA

Telephone Number: 010618-4573595

Strength: I can work independently without supervision and I am willing to
be posted to any part of Malaysia.

PERSONAL DATA

Date of Birth: 25 December, 1959 **Weight:** 100 Kg

Height: 178 m **Citizenship:** Malaysian

Marital Status: Married

EDUCATIONAL BACKGROUND

1. **M.S. (Human Resource Development)**

Universiti Putra Malaysia - Malaysia

CGPA: 3.55

Related Courses taken:

Human Resource Development

Communication Theories

Corporate Communication

Industrial Relations

Research Design

Statistics for communication research

2. **B.Sc. (Workforce Education & Development)**

Southern Illinois University at Carbondale – USA

CGPA: 3.49

Related Courses Taken:

Human Resource Development

Analysis and Curriculum

Methods and Materials – Bus. Ed.

Modern American History

American Govt. & Politics

Occupational Experience

3. *Dip. In Stenography*
Institut Teknologi Mara – Malaysia
CGPA: 2.79

Related Courses Taken: *Business Communication*
Structure of Commerce
Translation
Typewriting Speed (50 wpm)
Shorthand (70 wpm)

WORK EXPERIENCE

1. *May 2000 – Present*

Human Resource Executive
Tenaga Nasional Berhad
Kuantan, Pahang

Tasks and Responsibilities:

Handling Trainings for new employees
Handling Selection process for middle managers.
Preparing the budget

2. *January 1996 – May2000*

Tutor
Institut Usahawan Malaysia
Kuantan, Pahang

Tasks and responsibilities:

Giving lecture to new entrepreneurs
Preparing notes and questions for tests

SPECIAL SKILLS/ABILITIES

1. *I am able to prepare training manuals according to training objectives as instructed.*

REFERENCES

1. *Marcia Anderson-Yates (PhD)*
School of Education
Southern Illinois University at Carbondale
IL 62901 USA
2. *Shamsuddin Hassan (PhD)*
Head of Department
Extension Education