

## CURRICULUM VITAE

**NIK MOHAMED FAKARUDDIN BIN NIK MAHIR, 57 years old.**

### EDUCATIONAL BACK GROUND

Asia e University, Executive Master in Corp. Comm. & Public Relation  
Universiti Teknologi MARA, Degree In Event Management  
Institut Teknologi MARA, Diploma in Stenography

### SKILLS/EXPERTISE/OTHERS

Shorthand – 80 wpm, Trengkas – 70 wpm, Computer Keyboarding – 70 wpm  
Personal Computer Softwares, M/S Words, Excel, Publisher, Powerpoint, etc  
Personal Computer Hardware/Software Installation  
Stock Market Investment  
Corporate Affairs  
Office Administration & Secretarial Duties  
Public Relation Marketing, Event Management & Sponsorship  
Training For IT/Office Technology/Filing System  
Set Up Standard Operating Procedures/Trouble Shooting  
Government to Government Relationship  
Metal Fabrication, Treading bold & nuts, clamp pole for TNB & Telekom  
General Insurance – CAR/WC/Motor/PL/SOCSO  
Patent Own Research and Promote New Computer Keyboarding Technique (Research)  
Written Text Book, “Taip Minda”, Computer Keyboarding Lesson, (2004) 2<sup>nd</sup> Edition (2007)  
Written Novels @ Osman Abdul Rahim, For Drug Prevention (Stories based on research)  
Terjebak (May 2006), Suka Jadi Duka (May 2006), Meniti Kasih (May 2007)  
Not Publish: Cabaran Getir Memacu Jaya (Malays Politics) & Aku & Alam Ghaib (Mystic)  
Pengurusan Mesyuarat Berkesan & Teknik Catatan Minit Mesyuarat (2019), Chinta Sakhti (2020 – Novel Keluarga Pahlawan Negara)  
Concept Proposal Papers, Cashflows and Brainstorming  
Public/Media Relation: Story/Appear: Selamat Pagi Malaysia, Malaysia Hari Ini & News  
Write News Paper Articles – Utusan Malaysia/Kosmo!

### RELATED EXPERIENCE

Institut Kemahiran Teknologi Pejabat & Pengurusan, 100% owned, 2002 to present. Design and develop training moduls. Management topics speaker.

Social Media (Acik Moto): Youtube, 11,700 subscribers, TikTok, 3,600 followers

Niq Biz Venture, CIDB G3 Construction Services, (SPV) to build own bungalow (2017 – 2019)

Business Development Manager, Babena Sdn Bhd (Subsidiary Of Perbadanan Memajukan Iktisad Negeri Terengganu) a construction company. Training, trouble shooting, budgeting and business development. Representing Babena Sdn Bhd as Secretary to Terengganu Mix Consortium, a consortium of 5 Ready Mix Concrete Suppliers in Terengganu. (July 1998 – February 2000)

**Investment Manager**, Babena Sdn Bhd, Planning, implementation and execution of company investment in Bursa Malaysia through panel brokers. Liaison with government departments and ministries in Kuala

Lumpur and Terengganu. Pioneer and in charge of general Insurance Department (January 1996- June 1998) **Investment Executive**, Babena Sdn Bhd. Pioneer and headed new department (Investment Department). Planning, implementation and execute company investment through MITI/MOF Bumiputra Shares Issues and panel brokers. (January 1993 – December 1995).

- Number one money maker for the company 1993-1997.

Secretary to Managing Director, Babena Sdn Bhd, Secretarial duties and set-up SOP and filing system for the whole organization. (16<sup>th</sup>. January 1991 – December 1992)

Confidential Clerk, Yeo Hiap Seng Berhad, Shah Alam. (December 1990 – 5<sup>th</sup>. January 1991)

Personal Assistant to General Manager, Perbadanan Kemajuan Pertanian Selangor, Secretarial Duties. (August 1989 – November 1990)

## **SOCIETY**

Member of Persatuan Perkasa Alam Terengganu, NGO, Football Club previously headed by His Majesty Al-Wathiqu Billah Tuanku Mizan Zainal Abidin Ibni Al-Marhum Sultan Mahmud Al-Muktafi Billah Shah. (Asst. Sec 99/00 Committee Member 02/03)

Secretary to Jawatankuasa Pengelola Terengganu Heritage Golf Tournament for year 1999, 2000, 2001 a fund raising event for Persatuan Perkasa Alam Terengganu and Yayasan Kebajikan Perkasa Alam.

Member Of Dungun Country Golf Club

Member Of Majlis Buku Kanak-Kanak Dan Remaja Malaysia

Life Member Of Persatuan Karyawan Malaysia

Honorary Secretary to Persatuan Alumni Sekolah Menengah Sains Tuanku Jaafar Kuala Pilah (Protom 2010, 2010/2012 )

## **SPORTS**

Social Golfer h/c 22, bowling, ice skating, roller skating, kick boxing & shooting.