**MUHAMMAD YUSHAFIZUL HAZMI BIN MOHD YUSOF**



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## Profile

A motivated and adaptable fresh graduate in Malay Language Studies from Universiti Kebangsaan Malaysia (UKM), with professional exposure through an internship in the Corporate Communications Unit, Pejabat Setiausaha Kerajaan Negeri Perlis. Experienced in programme facilitation, event coordination, communication, and organisational activities. Completed Facilitator Training Levels 1–3, Training of Trainer (ToT), and five Facilitator Enhancement Lectures. Possesses strong communication, leadership, teamwork, writing, organisational, and problem-solving skills.

## PROFESSIONAL EXPERIENCE

**Pejabat Setiausaha Kerajaan Negeri Perlis (SUK Perlis) ▪ Perlis ▪ Malaysia**

**Intern – Corporate Communications Unit**

*07/2026 – 09/2026*

## EDUCATION

**Universiti Kebangsaan Malaysia (UKM) ▪ Bangi ▪ Malaysia**

**Malay Language Studies**

*2023 – 2026*

**Kolej Matrikulasi Perlis ▪ Perlis ▪ Malaysia**

**Accounting**

*2022 – 2023*

## TRAINING & PROFESSIONAL DEVELOPMENT

a) **Kursus Fasilitator Tahap 1, 2 & 3**

Completed progressive facilitator development training and developed competencies in programme facilitation, communication, teamwork, leadership, participant engagement, group activities, and programme

delivery.

**b) Training of Trainer (ToT)**

Developed competencies in training delivery, presentation techniques, instructional methods, participant engagement, and structured training session planning.

**c) Kuliah Pemantapan Fasilitator Siri 1, 2, 3, 4 & 5**

Urusetia Pembangunan Sumber Manusia (UPSM), Universiti Kebangsaan Malaysia (UKM). Participated in five facilitator development training series, enhancing facilitation, communication, leadership, teamwork, participant management, activity coordination, and programme delivery competencies.

## LEADERSHIP & ORGANISATIONAL EXPERIENCE

### Urusetia Pembangunan Sumber Manusia UKM (UPSM UKM)

- Actively involved in university organisational activities and human resource development initiatives.
- Supported the planning, coordination, and implementation of student development programmes.
- Assisted in participant management, programme preparation, communication, and administrative coordination.
- Worked collaboratively with committee members and facilitators to ensure the smooth execution of programmes.
- Contributed to the preparation of programme materials, documentation, schedules, and promotional content.
- Participated in facilitator development initiatives and continuously enhanced professional and interpersonal competencies.

## PROGRAMME & EVENT EXPERIENCE

### Programme Facilitation

- Facilitated participants during university programmes, workshops, training sessions, and student development activities.
- Conducted ice-breaking, team-building, communication, leadership, and group engagement activities.
- Provided guidance and support to participants throughout programme sessions.
- Delivered instructions clearly and maintained participant engagement throughout programme activities.

- Adapted facilitation approaches according to programme requirements and participant needs.
- Assisted in ensuring activities were conducted according to established programme objectives and schedules.

### Event & Programme Coordination

- Assisted in coordinating programme schedules, activities, participants, committees, and operational requirements.
- Supported event preparation and on-site programme operations.
- Assisted in coordinating communication between programme committees, facilitators, and participants.
- Contributed to the preparation of programme documents, schedules, reports, promotional materials, and administrative requirements.
- Worked effectively under time constraints during programme implementation and event operations.
- Supported committees in ensuring the smooth and organised execution of programme activities.

## ACADEMIC & RESEARCH EXPERIENCE

Malay Language & Linguistics Research

Conducted academic research related to Malay linguistics, phonology, dialectology, and historical linguistics. Applied research methods including data collection, analysis, documentation, and academic writing. Organised research data and presented findings systematically.

Selected Research Project: Phonological Study of the Perlis Malay Dialect: A Study in the Abi Area

Examined phonological characteristics of the Perlis Malay dialect, analysed phoneme inventories and phonological patterns, applied linguistic research methods, and documented findings in an academic research context.

## CORE COMPETENCIES

Training Module Creator | Corporate Communications | Programme Facilitation | Event Management | Programme Coordination | Public Relations | Leadership | Public Speaking | Written Communication | Teamwork | Participant Engagement | Training Delivery | Research | Documentation | Problem Solving | Time Management | Training Facilitation