



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

UKQT 3001

Extra-Curricular Experiential Learning  
(ExCEL)

INDIVIDUAL ASSIGNMENT  
PART 1

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## REPORTING



On 1<sup>st</sup> December 2020 which was on Tuesday, I participated in a webinar program entitled “Level Up Your Resume And Interview Skill” which was held at 2pm until 4pm. This webinar was organized by Strategi Club of Universiti Teknologi Malaysia which located in Skudai, Johor Bahru. Webex has been chosen as a platform for the webinar as it was very easy for everyone who is interested to access with ease.

In addition, anyone who was keen to join this program was needed to pay an amount of RM 5 to get an entry pass and they will be provided with a free resume template and recorded Webex session of the program. The speaker invited for this beneficial webinar program happened to be a professional speaker named Nik Faiz, Malaysia’s 1<sup>st</sup> Certified Professional Career Coach Career Consultant and Professional Motivator CEO Career Expert Sdn. Bhd. This webinar program was open not only to UTM students or staffs, outsiders were also allowed to join this beneficial program.

As from what I have experienced from the webinar, I can say that 'Level Up Your Resume and Interview Skill' was a program that implement in the form of talks, cooperation and workshops. I was one of the committee members of Strategi Club that handled things related to publicity. As we all aware, interview skills are very important especially for fresh graduates as they need to step onto the next phase of life with a long time commitment.

Besides interview skills, resume also happens to be one of the most important element that we need during an interview. In resume, interviewees can conclude about themselves, their achievements and skills to convince the interviewers By running this program, I noticed that this webinar program will help students to prepare for their future profession because the speaker has taught students on how to write a good resume and expose them with all the skills needed during the interviews.

Throughout this webinar, I have given my full attention to the speaker as I know this program will benefit me in many ways. The speaker did not only focus on interview skills and resume, he even shared the challenges that we might face in workplaces and provide great tips and solutions on how to overcome them easily in professional ways. I have jot down all the knowledge and ideas given by the speaker for myself to be well prepared during my job seeking session in the future after I have graduated.

Furthermore, the speaker also has shared his experienced in handling interview sessions. He has the experienced of becoming an interviewee which was in the past and also currently as an interviewer in the moment. Basically, whatever he shared

with the audiences were all based on his experiences, knowledge and understandings of the main objective in order for us to be aware of the consequences around us.

Other than that, the speaker, Coach Nik Faiz also discussed about his tips on how to increase and boost self confidence in order to talk in front of everyone which in this case, in front of interviewers during your interview sessions. As we all know, self confidence is very important in order for a person to succeed in life. This is because I believe with self confidence, it will help us in preventing ourselves with negative thoughts and self doubt and somehow will get us move outside from our comfort zone.

## **RESPONDING**

As from what I have analyzed from “Level Up Your Resume And Interview Skill” webinar program, I believe that this program was really helpful for everyone who are looking or expecting a job interview especially for fresh graduates. This is because this webinar was full of contents that will help them go through those moments with ease. In addition, the speaker has really taught well and go through really details of the tips and tricks on how to ease interview sessions with flying colours.

I have observed that all the knowledge and ideas given by Coach Nik Faiz will definitely help me during my job seeking sessions in the future. It seems that the program has helped me a lot in developing my self confidence as I have gotten the knowledge and tips on how to boost self esteem. This is because, boosting self confidence is one of the most important thing for people to move forward in life in order for them to be exposed with so much experiences and new knowledge.

Other than that, I think with rightful content in resumes, it will give a huge impact to interviewees. This is because it is very important to put valid contents by including all your skills and experiences as it somehow will help interviewers to see your capabilities and differentiate you from other people who are going through the same interview session as you.

Achievements and skills are the most important aspects that employers look for to see if you have the abilities required to succeed in the role. Often, employers give extra

attention to the skills and achievements section of the resume to determine if you would be accepted should move on to the next step of the hiring process.

Furthermore, I felt that this webinar program has gave such huge impact to myself. This is because I was one of the committee members who was responsible to handle upon the publicity matters of “Level Up Your Resume And Interview Skill”. By having a position as a committee of the program, I have developed various skills and those had improved me to be a better version of myself with full of confidence.

I believe that this webinar program has improved my communication skills. This is because I had to communicate with other committee members in various levels to make sure that I received all the information needed and all of them are correct. As a committee that handled publicity matters, I had to prepare messages to blast it all to the groups we had in Whatsapp and Telegram platform. Besides that, I also had to make sure that our Instagram and Facebook were always updated with latest upcoming programs. In order for me to do this, I had to communicate with all the members especially with committee who handled multimedia because blast message that I need to prepare is needed be attached with poster created by them.

Last but not least, “Level Up Your Resume And Interview Skill” has widen my networking as I got to know staffs and students from different courses. This has made me built my self confidence to make a conversation with one another to avoid miscommunication. Other than that, I also got to strengthened my leadership skills and my teamwork skills as we all had one common goal which was to ensure that this program will succeed with flying colours.

## **RELATING**

From what I have experienced, “Level Up Your Resume And Interview Skill” webinar program can really relate with my past experience especially during my internship days during my diploma year in 2019. I used to do my internship which was for the last semester before I completed my diploma at Oriental Realty Sdn Bhd located at Mont Kiara, Kuala Lumpur.

Oriental Realty Sdn Bhd has been operating for more than 32 years in the real estate industry. They have been said to be the Largest Home Grown Real Estate Agency in Malaysia. It is safe to say that I can relate this program with my past experience because it reminds me of the process before I get to secure a position in the company and also along the process of me working in the company.

Based on my experience, it is true with what Coach Nik Faiz said that interview skills and resumes are extremely important in working industry. Before I got accepted into the industry, I had to go through an interview session with the person in charged. She prepared a list of common interview session for me to see if I ever fit with a position they likely to offer.

During my interview session with the company, the interviewer named Ms Yusryn has asked me to introduce myself and some other questions about my skills and achievements. I am sure that if I ever joined “Level Up Your Resume And Interview Skill” much earlier before, I definitely will use all the tips given by the speaker because it will really help me in answering those questions with confidence.

Similarly with resumes, the interviewer did advise me to improve the content of my resume with more essential information. As what this webinar program has taught me, elements like skills and achievements are very important to impress my potential employer as they need to ensure that I am suitable to fit in the position they offer.

After I got accepted to do my internship at the company, my supervisor has taught everything that is related with my field like management, marketing, human resource and others. She also gave me an opportunity and experience in interviewing for an intern position. As what this program is all about, I believe that resumes and interview skills are two main aspect that individual needs to ace to pass through an interview session. With all those knowledge shared by the program, it will really help the participants in passing their interview sessions in the future.

Other than that, with what I have experienced in the office with all the staffs of different level, I believe that communication is very important as I need the guidance from the other staff to avoid mistakes in completing my task. Just like how I have experienced with the committee of Strategi Club, I am sure that communication and comprehension is the key to make all responsibilities completed with ease. By communicating effectively, every tasks that are needed to be completed will be easily done with ease.

Last but not least, similarly with what I have encountered during my intern days, it will take less time to complete one task if we ever perform it in a group. I can say that my past experience which was during internship and this program is related with each other as I need to work in a team to achieve those missions.



## **REASONING**

Throughout this whole experience of my internship and joining this program, I understand that communication skills are very important in order for us to succeed and go far in life. The skills are beneficial in all parts of life from personal to working environment. This is because effective communication is what allows us to interact and share information with one another with comprehension. It may take a lifetime to improve communication skills but however, there are various things that we could do to improve and develop effective communication skills.

Other than that, this webinar program has made me realised that it is very important to seek as much knowledge as I can especially during my teenage years just to prepare myself after graduation and to step onto the next phase of life. In this case, I know it is very beneficial for me to join any program especially webinar program like “Level Up Your Resume And Interview Skill” as it gives so much input in developing various skills that I can use for my future.

Besides that, this webinar program gives and provides me new experiences that I cherish the most. This is because I have never handled an online program before. I thought it would be easier since everything can be done online but it actually needs a lot of effort to make everything goes smoothly. With the right committee that implements teamwork when doing activities, every tasks were completed with ease and it brings so much fun.

Furthermore, this program has so many useful inputs and knowledge that are shared by a professional who is Coach Nik Faiz. For instance, all the information given from this program about resumes and interview skills are all equally important and will definitely give a helping hand during my working life. In fact, there is also recorded video of this webinar program shared by the committee. Participants who participated in this program can watch the recorded video every time they need to prepare themselves for interview sessions.

Last but not least, the important aspect that I have analyzed from this webinar is how the contents shared by the speaker are all useful and beneficial for students. Those knowledge can be used not only in working industry but any phase of a lifetime as it helps in boosting one's self confidence.

## RECONSTRUCTING



As for the conclusion, the program may become so much better if the duration of time is well planned. This is because it stated in the poster that the webinar program would be at 2pm til 4 pm. In fact, the program has dragged more time than the usual plan. Person in charged should have emphasized about time management to the speaker as other students might have other class to attend.

Other than that, I believe that it is better if there were more time given to prepare for “Level Up Your Resume And Interview Skill” webinar program. With extra time, so much improvements can be made to make this webinar better. Despite that, with the help of each members of the club who takes their responsibilities seriously, everything is going according to what has planned and it was all well.

All in all, “Level Up Your Resume And Interview Skill” webinar program was a huge success as I am sure that it benefits a lot of people in many ways. There are so much new knowledge that I have learnt throughout this journey of webinar.