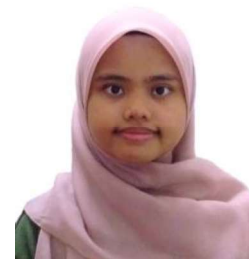


ALYA MAISARAH ABDUL RAZAK

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CAREER OBJECTIVE

Recent graduate with a Bachelor's degree in Information System Engineering, equipped with a strong foundation in front-end technologies and a keen eye for aesthetics. Committed to creating visually appealing and intuitive websites that enhance user engagement and satisfaction. A highly responsible and orderly person who is seeking a successful career in a challenging work environment for professional growth and self-development.

WORK EXPERIENCE

Production Manager

Stearx International, Puncak Alam

(August 2023 - Present)

- Training, mentoring, and counselling employees to foster a high-performing team.
- Overseeing the operation of production equipment throughout the manufacturing process to back-fill.
- Improving operations by diligently maintaining safety and quality standards.
- Planning and coordinating position requirements, schedules, and production team processes.
- Conducting quality control checks before, during, and after producing each product to meet the specified requirements.
- Keying in diverse sets of data into Microsoft Excel with meticulous attention to detail, ensuring accurate record-keeping and facilitating informed decision-making processes within the organization

Internship

Stearx International, Puncak Alam

(April 2023 – August 2023)

- Performed a variety of tasks, including designing, marketing, and production.
- Designed posters and edited videos for marketing purposes.
- Joined the production team when they needed help to meet production deadlines.
- Designed a label sticker for one of their products as a sample.

Internship

Webe Sales and Services, Kuala Terengganu

(August 2020 – September 2020)

- Provided services and marketing for UNIFI, such as promoting UNIFI on social media, creating posters and videos, and facilitating new customer registrations, to enhance connectivity.

Counter Cashier

NT Shop, Puncak Alam

(March 2018 – June 2018)

- Conducted thorough analysis of each note provided by customers during payment, verifying the authenticity of money before processing transactions.
- Executed opening and closing procedures, ensuring accurate cash-on-hand verification and optimal resource allocation

EDUCATION

Bachelor in Information Systems (Hons.) Information Systems Engineering,
Universiti Teknologi Mara, Shah Alam

(March 2021 – August 2023)

- GPA: 3.04
- Final Year Project: Rebong Bakery Ordering System

Diploma in Computer Science, Universiti Teknologi Mara, Kuala
Terengganu

(June 2018 – February 2021)

- GPA: 3.22

Sekolah Menengah Kebangsaan Puncak Alam, Kuala Selangor

(January 2013 – December 2017)

- Sijil Pelajaran Malaysia (SPM)

ACADEMIC PROJECTS

Title: Rebong Bakery Ordering System (Final Year Project) (2022)

- A final-year project for the degree.
- Developed a web-based ordering system using HTML, CSS, PHP, and JavaScript. Also utilized MySQL as the database.
- Collaborated with the owner of Rebong Bakery to develop the system for staff and customers.
- All requirements were documented in a Software Requirement Specification and Software Design Document to ensure the success of the entire development process.
- The system included a comprehensive catalog of products or services, providing detailed information such as descriptions, prices, and available quantities.
- The system instigated the order processing workflow, encompassing the verification of product availability, confirmation of pricing, and computation of the total cost, inclusive of taxes and shipping fees.

Title: E-Services Devices System (2022)

- Collaborated with The Apple Studio, a service shop that offered repairing a variety of devices such as smartphones, laptops, and tablets.
- Developed a web-based repairing devices system using HTML, CSS, PHP, and JavaScript. Also utilized PostgreSQL as the database.
- Thoroughly documented all requirements in a Software Requirement Specification and Software Design Document to ensure the success of the overall development process with stakeholder expectations.
- The system entailed a consultation workflow between technicians and administrators, encompassing the confirmation of repair dates, delivery dates, and the systematic update of the device's condition.
- The system underwent testing to improve its efficiency, and this process was detailed in a Software Testing Document.

Title: The Fatheena's (2020)

- A project that was done during the diploma.
- The system was a web-based ordering system using HTML, CSS, PHP, JavaScript, and MySQL as the database.
- The system involved a customer who loved to shop online.
- The system featured a complete list of products or services, offering detailed information like descriptions, prices, and available quantities.
- The system started the process of handling orders. This included checking if the product was available, confirming the price, and calculating the total cost, including taxes and shipping fees.

STRENGTHS & SKILLS

Personal Skills

- Can work in a group
- Punctual
- Good communication skills
- Problem-solving skills
- Leadership skills
- Time management
- Fast learner
- Responsible and reliable

Computer Skills

- Figma - Proficient
- Web development (HTML, CSS, JavaScript)
- Programming Languages (Java, C++, PHP)
- Microsoft Office - Proficient
- Adobe Photoshop - Proficient
- Illustrator - Proficient
- Canva - Proficient

Language Skills

- Malay - Fluent
- English - Intermediate
- Korean - Intermediate