MUHAMAD AMIR RIDWAN BIN RAZUIN

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SUMMARY

I am a recent graduate with a Bachelor of Information Technology (Hons.) from UiTM Shah Alam, equipped with strong programming and database management skills. Known for my adaptability and enthusiasm, I am eager to contribute to a dynamic team in the IT industry. I seek a challenging role where I can leverage my expertise to drive success for innovative organizations and make a meaningful impact in the ever-evolving field of information technology.

WORK EXPERIENCE

Protégé Trainee, Maybank   **Apr 2024 - Present**
- Initiated tendering processes, managing RFI, RFP, and RFQ.
- Monitored supply performance and conducted RFP reviews, bid evaluations, and simple tender auctions.
- Managed contract renewals and verified commercial terms.
- Analyzed supply base suitability and provided insights.
- Provided analytical support by gathering data to capture business and service requirements.
- Acquired and collated performance data, coordinating publication plans with Procurement Managers.
- Analyzed and categorized suppliers, advising on procurement strategies to optimize value.

Part-Time Ambassador, KLCC Convention Centre   **Jan 2024 - Apr 2024**
- Assisted in food preparation and cooking under the guidance of the Head Chef.
- Ensured timely readiness of ingredients and maintained an organized kitchen.
- Upheld food safety and hygiene standards, contributing to high-quality food service.
- Collaborated with kitchen staff for efficient workflow and event support.
- Managed setup and replenishment of food stations during events.
- Provided excellent customer service and responded to guest needs promptly.

IT Trainee, Hiro Food Packages Manufacturing Sdn Bhd   **Sep 2023 - Dec 2023**
- Assist in the seamless operation of IT systems and provide end-user support.
- Troubleshoot and resolve technical issues, both software and hardware related.
- Investigate, diagnose, and efficiently resolve computer software and hardware faults.
- Implement and maintain a systematic filing system to ensure document traceability.
- Maintain inventory of all equipment, software, and licenses.
- Maintain confidentiality of information.

ACADEMIC PROJECT

- Created a reservation system for meeting rooms using FlutterFlow for Hiro Food.
- Developed the MyEV mobile app for locating Electric Vehicle (EV) chargers using Flutter and Firebase.
- Established a web application for Zada Cafe Restaurant using XAMPP.
- Developed the Clinic Finder Mobile Application using Android Studio.
- Designed the UI/UX design prototype for Zada Cafe Restaurant with Figma.

- Constructed a Python-based database system for the analysis of Shooting Crime Reviews.
- Conducted data cleaning, transformation, and visualization for US Police Shooting data using Jupyter and Cloudera.
- Developed a comprehensive database management system using Oracle Apex for a Database Management Project.

EDUCATION

Bachelor of Information Technology with Honours   **Oct 2020 - Jan 2024**
Universiti Teknologi MARA (UiTM)
- Major in Information Technology.
- CGPA 3.57

Matriculation in Module 1 (Pure Science)   **May 2019 - May 2020**
Kolej Matrikulasi Pahang (KMPh)
- CGPA 3.37

ADDITIONAL INFORMATION

- **Technical Skills:** Flutter (Dart), Firebase, Java, PHP, JavaScript, HTML/CSS, Python, Figma, Android Studio, Oracle Apex, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Power Automate, Microsoft Power BI, Tableau, Adobe Photoshop, Adobe Illustrator, Canva.
- **Soft Skills:** Open to innovation and eager to learn, Proficient in critical thinking and effective time management. Demonstrates emotional intelligence in communication, fostering positive team dynamics.
- **Languages:** Malay (Native), English (Intermediate).
- **Awards/Activities:** 2nd runner up for Sukan Antara Program (SUPRO) Table Tennis, 3rd place in International Sustainability Invention, Innovation and Design Showcase 2022. Faculty Table Tennis Athlete (SAF), Mentor for 'SOUL-MATE' Chemistry Program, Matriculation Jamboree Program volunteers.

REFERENCES

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