

HARUN SANTUSO BIN SULAIMAN

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Selangor

Portfolio:

<https://Harun-Sulaiman.github.io>



Objective

Goal-oriented Web Developer looking to enhance professional experience specializing in design and development. Armed with a deep sense of responsibility and possessing very high levels of enthusiasm to give 110% for any endeavor.

Education

■ 2019 - Present (Final year)
Universiti of Mara Technology
**Bachelor of Information Science
(Hons) Information Systems
Management**

■ 2007-2011
Universiti of Mara Technology
Diploma in Accountancy

Skills

■ Photoshop
■ Tailwind
■ HTML
■ CSS
■ JavaScript
■ MySQL
■ PHP
■ React

Job Experience

Web Developer

Convemed Sdn Bhd (Sep 2021 - Present)

- Designed, developed and managed websites for data display and entry using web-based content management system.
- Hands-on experience with E-Commerce related product management tools.
- Integrated 3rd party payment gateway.

Billing Cum Logistic Executive

Dialog Hub Sdn Bhd (May 2018 - Aug 2021)

- Handled the issuance of invoices, delivery orders, and other documents.
- Monitored inventory on a daily basis to make sure closing stocks properly recorded on the report
- Ensured the stock's quantities are accurate before packing or delivery.
- Prepared weekly/monthly sales reports.
- Liaised with forwarders related to imports and exports of goods.
- Handled preparation of documents of import and export for customs clearance.

Clerk

Malayan Banking Berhad (Nov 2013 - Feb 2018)

- Attended customer inquiries over the counter or by phone.
- Assisted customers with financial transactions such as deposits, withdrawals, transfers and cheque cashing.
- Cross-sells bank products
- Reconciled cash drawer.
- Kept proper filing of all related teller's functions on reports