

Izuwan Firdaus

Web Developer / Tech Enthusiast

Malaysia - izuwan.mgt@gmail.com - izuwanfirdaus.netlify.app

Linkedin: linkedin.com/in/izuwan-firdaus

Experience/Projects

Payroll Clerk

Cimberani Sdn. Bhd. – *Kuala Lumpur*

June 2025

- Processed employee payroll accurately and on time using (UBS)
- Ensured compliance with statutory requirements (EPF, SESCO, EIS, PCB, etc)
- Updated and maintained employee pay records and deductions
- Coordinated with HR on new hires, resignations, and salary adjustments
- Handled confidential information with discretion and professionalism

Admin Clerk

Grand Wizard Tech Sdn. Bhd. – *Kuala Lumpur*

February 2025

- Managed office filing systems, data entry, and document preparation
- Handled incoming calls, emails, and customer inquiries professionally
- Assisted in scheduling meetings and organizing office supplies
- Maintained accurate records of employee attendance and leave
- Supported daily operations and collaborated with various departments

Personal Portfolio Website

izuwan.netlify.app

Built using *HTML, CSS, and JavaScript*

- Showcased personal projects and contact links
- Fully responsive and mobile-friendly
- Deploy using Netlify

Linktree Clone

izuwanfirdaus.netlify.app

Built using *HTML, CSS, and JavaScript*

- Includes animated background and social media links

Skills

- **Microsoft 365:** Proficient in Word, Excel, Powerpoint, Outlook and Teams
- **Administrative Tools:** Document filling, scheduling, data entry
- **Communication:** Email handling, report writing, clients support
- **Payroll Systems:** (Excel, Words, UBS Software)
- **Organization:** Time management, multitasking, attention to detail
- **Tech Skills:** Basic troubleshooting, cloud-based tools

Additional Information

- Able to communicate in English and Melayu
- Fast learner and highly adaptable to new tools and environments
- Open to remote work or freelance opportunities
- Attending Diploma in Computer Science (In-Progress)