Eily Raudzah Binti Allauddin

Address	: No. 93, Felda Lui Barat, Bandar Seri Jempol, 72120, Negeri Sembilan, Malaysia
	Currently staying in Presint 15, Putrajaya
Email	:eRaudzah_1405@yahoo.com
Telephone	:60-06-4676259(Home), 012-6472040(Mobile)
Date of Birth	: 14 May 1987
Nationality	: Malaysia
Gender	: Female
Expected Monthly Salary	: MYR 2600(nego)
Availability	: 1 month notice

Resume Summary

Current Position	: IT Officer in Proquaz Sdn Bhd (Jan 2011 - Present)
Current Specialization	: IT/Computer - Network/System/Database Admin
Highest Education	: Bachelor's Degree in Computer Science/Information Technology
Years of Experiences	: 3
Expected Salary	: MYR 2600

Employment History

1. Proquaz Sdn Bhd (Jan 2011 – Present)

Position Title (Level)	: IT Officer (Junior Executive)
Specialization	: IT/Computer - Network/System/Database Admin
Role	: IT Executive/MIS
Industry	: Education
Monthly Salary	: MYR 2000
Work Description	: -Troubleshooting the system, network problems and solving and maintain IT hardware, software fault.
	- Monitor and maintain company website (www.cic.net.my).
	- Provide staffs training on CMS (CIC's Management System).
	- Maintain, monitor, upload and reply all comments and messages in company Facebook's page (www.facebook.com/cicleader).
	- Works and deal with TM for installation of internet for new company branch/centre,new IT hardware and software.
	- Liase with It vendor on acquisition of IT software/equipment.
	- Monitor and ensure that CCTV's is functioning.
	- Assist on ad-hoc assignments and any other related tasks, as and when assigned.
	- Have experience in sales & marketing.

2. Kementerian Penerangan,Komunikasi dan Kebudayaan (*May 2010 - Dec 2010*)

Position Title (Level)   : Fasilitator Schoolnet/ICT (Fresh / Entry Level)
Specialization   : Education
Role   : Management
Industry   : Education
Monthly Salary   : MYR 2331
Work Description   :Responsibility in managing ICT equipments, School ICT management, and conduct in house training in ICT programs.

3. Kementerian Pendidikan Malaysia (Sep 2009 - Nov 2009)

Position Title (Level)   : Temporary Teacher (Fresh / Entry Level)
Specialization   : Education
Role   : Primary/Secondary Teacher
Industry   : Education
Monthly Salary   : MYR 1900
Work Description   : I am responsible to teach history subject for student from form 2, 3, 4 and 5. At the same time I need to manage student attendance and their school fees.

4. Brunsfield Computer System Sdn. Bhd (May 2008 – Sept 2008)

Position Title (Level)   : Trainee (Fresh / Entry Level)
Specialization   : IT/Computer - Software
Role   : Software Engineer/Programmer
Industry   : Construction / Building / Engineering
Allowance   : MYR 1000
Work Description   : I am responsible to enhance, maintain or create new program by using Informix 4gl and preparing documentation for the system.

Educational Background

Graduation Date: Aug 2009

Bachelor's Degree of Computer Science/Information Technology
Major   : Network Computing
Institute/University   : Universiti Sains Malaysia (USM), Malaysia
Grade   : 2.47

Skills

(**Proficiency: Advanced** - Highly experienced; **Intermediate** – Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Years	Proficiency
Informix 4gl	1	Good
MySql	1	Good
PHP	1	Intermediate
Oracle	1	Intermediate
C++	1	Intermediate

Languages

(Proficiency: 0=Poor - 10=Excellent)

Language	Spoken	Written
Bahasa Malaysia	10	10
English	6	8
Korean	3	5