



PERSONAL PARTICULARS

Name : Syamim bin Rusli
NRIC : 880813-09-5173
Age : 28 years
Religion : Islam
Date Birth : 13 August 1988
Gender : Male
Marital Status : Single
Nationality : Malaysia
Address : A-T.03A-U.07 Fasa 4A Precint 8,62250 WP Putrajaya
E-mail : syamim1988@gmail.com
Phone(Mobile) : 012-3755258

EDUCATION

2010 - 2012 : Ungku Omar Polytechnic, Ipoh
Level : Diploma Information Technology (Programming)
CGPA : 2.77
2006 - 2008 : Kuala Langat Community College
Level : Certificate in Information Technology
CGPA : 3.28
2001 - 2005 : Smk Putrajaya 1
Level : Sijil Pelajaran Malaysia (SPM)

WORK EXPERIENCES

1. Matriculation Division, Ministry Of Education Malaysia

Position title : Administrative Support
Specialization : Clerical
Duration : September 2008 - August 2010
Work Description : Key in data for student admission, Processing students intake form,
Receive stock and maintain record store, Provide stock report every month.

2. Human Resource Management Division, Ministry Of Education Malaysia

Position title : Web Designer
Specialization : IT/Computer - Website/ Administrative Support
Duration : February 2013 - October 2013
Work Description : Writing and editing content, designing webpage layout, updating websites,
determining technical requirements

3. Malaysian Optical Council, Ministry Of Health Malaysia

Position title : Assistant Information Technology Officer
Specialization : IT/Computer - Website / System Administrator
Duration : October 2013 - December 2014
Work Description : Writing and editing content, updating websites, assist in technical support.

4. Serasi Solution Sdn Bhd

Position title : IT Technical Support
Specialization : IT/Computer - Hardware
Duration : April 2015 – Februari 2016
Work Description : Installing and configuration computer hardware operating system and applications. Provide end user support and problem resolution for laptop, dekstop and printer.

EXTRA CURRICULAR ACTIVITIES

- School representative volleyball (2003)
- Futsal - Matriculation Division Ministry Of Education Malaysia (2009)
- Futsal - Bahagian Amalan Perubatan, Ministry Of Health Malaysia (2014)

LANGUAGE

Bahasa Melayu	English
Speak : Excellent	Speak : Good
Write : Excellent	Write : Good
Reading : Excellent	Reading : Good

COMPUTER SKILLS

Art & Graphics : Adobe Photoshop, Vegas Movie Studio
Web Page Design : Joomla, Adobe Dreamweaver, CSS
Operating systems : Windows XP,7,10
Excellent in Microsoft Office Applications (Word, Excel, PowerPoint and Access)
Well-versed in installing windows, software, applications, antivirus
Working knowledge of modern networking devices and printers

STRENGTHS

- Hardworking, innovative and creative
- Able to work independently and cooperate fully in groups
- Able to work overtime
- Energetic, active and cheerful personality
- Highly Responsible and punctual

REFERENCE

En.Firdaus bin Md.Din

Ketua Penolong Setiausaha (SM)PM/M
Bahagian Pengurusan Sumber Manusia
Cawangan Pengurusan Maklumat
Kementerian Pendidikan Malaysia
Aras 14,blok E12,kompleks E
62604 WP Putrajaya
03-88847279

Pn. Nor Azizah binti Ismail

Setiausaha U54
Majlis Optik Malaysia
Bahagian Amalan Perubatan
Kementerian Kesihatan Malaysia
Aras 2 blok E1,Kompleks E
62604 WP Putrajaya
03-88831111