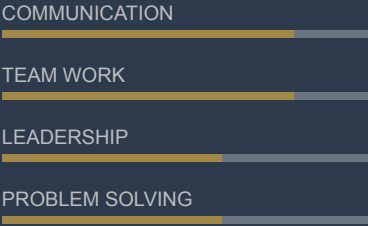




SKILLS



PERSONAL DETAILS

Date of birth
09-June-1990

Nationality
Brunei Darussalam

Marital status
Single

REFERENCES

SITI NASYROH BT MAT NAYAN
Head of Faculty/lecturer of KIGS
T: Tel: 2238701/705 Ext: 102
E: siti.n@igsbrunei.edu.bn

HJH WIZANA BINTI HJ MUHAMMAD
Defense Information Technology unit Minister of Defense Bolkiah
T: (673) 2386871

SYAZWANI
Megamas Training Company SDN BHD Course Coordinator
T: +673 3332800.
E: info@megamas.com

DRIVING LICENSE

Driving license category
class 3 license

HAJI
SAIFUDDIN
HJ
MUHAMMAD
JUMIN

Kampong delima satu jalan muara simpang 98 no:11

(+673)8668949

saifuddin969@gmail.com

ABOUT ME

A highly motivated person who is willing to learn and develop new skills that can benefit and ensure good communication, teamwork, and achieving goals and objectives for your company.

WORK EXPERIENCE

JUMIN MARSAL PERUNDING
Bandar Seri Begawan
Apr 2021 - Nov 2022

Health and Safety Coordinator

- Arrange and conduct weekly safety toolbox talks depending on the activity on the worksite;
- Arrange and conduct safety induction and PPE on the worksite;
- Executing daily inspections of any unsafe acts recommending corrective actions for follow-up and closed;
- Executing accident/incident investigations and recommending disciplinary actions for follow-up and closed;
- Updating on documentation such as PPE, site inspection, and fire extinguishers if necessary;
- Arrange and execute in-house training to better understand if a disaster happens.

MINISTRY OF DEFENSE
Bandar Seri Begawan
Oct 2020 - Dec 2020

IT Technician

- Assisting the team to configure and set up the desktop remotely for teleconferencing;
- Understanding and responding to Technical IT issues requested tickets from the employee and closed tickets;
- Responding and executing requests on setting up IT Equipment if required by employees;
- Updating logs and records all the IT maintenance hardware and software that has been done;
- Assisting in setup, configuring, and installing the windows 2016 server unit;
- Providing the IT technical step-by-step guide directly on the site and via telecommunication;
- Diagnose, replace, setup, and configure computer hardware and software installation;
- Backup the files and allocate retrieval user files after formatting.

EDUCATION

IGS COLLEGE
Brunei Darussalam
2023

Bachelor of Science (Hons) in Information Technology

- Writing thesis final year project and developing an e-commerce website system duration of a one (1) year project;
- GPA of 2.20;
- Date of Admission: February 2017;
- Date of Completion: March 2022.

COURSES

Megamas Training SDN BHD
Feb 2021 - Feb 2021

IOSH (IOSH: Institution of Occupational Safety and Health

IOSH: Institution of Occupational Safety and Health course training date: 01 February 2021 - 04 February 2021
Expired: long lifetime

Megamas Training Company SDN BHD
Feb 2021 - Feb 2021

First Aid

A training Conducted based on Senior First Aid ST John Ambulance Australia Approved including Shell Global Control Framework Standard.
expires 14th February 2024



كوليج قبح لبحر سفسوارف انلا لبحسنا
Kolej Pengajian Siswazah Antarabangsa
Kolej International Graduate Studies

UNOFFICIAL ACADEMIC TRANSCRIPTS

Student Name	: HJ MOHD SAIFUDDIN BIN HJ MOHD JUMIN	Date of Admission	: September 2017
Student ID	: 4462	Date of Completion	: March 2022
IC/Passport	: 01000969	Programme	: Bachelor of Science (Hons) in Information Technology
Gender	: Male	Delivery Centre	: Kolej International Graduate Studies Brunei Darussalam
Nationality	: Bruneian		
CODE	MODULE NAME	CREDIT	GRADE
October 2017			
BIL1112	Communication Theory & Study Skills	2	D
BIE1113	Fundamentals of Computer Systems	3	B-
BIT1114	Digital Design Fundamentals	4	C-
BIT1213	C++ Programming I	4	C-
BIG1362	Creative Studies	2	C+
BIT1312	Multimedia Technology	2	C-
MBM1113	Bahasa Melayu*	3	C+
April 2018			
BIT1223	C++ Programming II	3	C-
BIE1143	Probability & Statistics	3	D
BIE1213	Java Programming 1	3	C
BIS1214	Database System	4	C-
BIT1322	Multimedia Authoring	2	C-
BIS1513	Intro to Information Systems	3	C
MIB2101	Melayu Islam Beraja*	3	C
October 2018			
BIT2332	Interactive Multimedia	2	C-
BIT2133	Computer Architecture	3	C-
BIT2512	E-commerce Theories & Practices	2	C+
BIS2523	Management Information Systems	3	C+
BIE2223	Java Programming II	3	B-
BIL2222	Business Communication Skills	2	C+
April 2019			
BIN2223	Web Programming with Java	3	B-
BIT2123	Discrete Mathematics	3	D
BIT2244	Data Communication & Networking	4	C+
BIT2223	Human Computer Interaction/Interaction Design	3	B+
BIT2233	System Development Methods & Tools	3	B
BIS2532	Information Technology Law	2	C-
CRT3201	Critical Thinking	3	D
October 2019			
BIE3443	Software Project Management	3	B-
BIT3253	Data Structure & Algorithm Analysis	3	F
BIT3263	Distributed System	3	C-
BIT3283	Artificial Intelligence	3	D
BIE3262	Major Project 1	2	F
BIT3343	Database Design & Management	3	C+
April 2020			
BIB3162	Knowledge Management	2	C-
BIT3273	Computer Network	3	C-
BIS3562	Ethics & Professional Conduct	2	C
BIT3143	Operating System	3	D
BIE3262	Major Project 1	2	F
UCC2146	Global Classroom	6	A
BIT3516	Practical Internship	6	B+
October 2020			
BIT3516	Practical Internship	6	B+
BIE3262	Major Project 1	2	F
April 2021			
BIT3262	Major Project 1	2	C
October 2021			
BIE3274	Major Project 2	4	C
		Credits Earned	4
		Cumulative Credits	114
		GPA	2
		CGPA	2.2



REGISTRAR/HEAD DEPARTMENT OF STUDENT AFFAIR

This is not a valid record unless it bears both the stamp and signatory on behalf of Kolej International Graduate Studies

These marks are issued without the approval from LUCT / UMS.
All marks might be changed after moderation process.



كوليج قحاجير سينسوازلة اندالاجسنا
Kolej Pengajian Siswazah Antarabangsa
Kolej International Graduate Studies

19th November 2022

To Whom It May Concern

Dear Sir / Madam

I am writing this reference letter at the request of **Hj Mohd Saifuddin Bin Haji Jumin (01-000969)** who is applying for job at your esteemed organization. He completed his bachelor's degree with (hons) in Information Technology at Kolej IGS.

I have known Saifudin since he was in his National Diploma until completed his Bachelor Degree in Kolej IGS in my capacity of module lecturer and Head of Faculty. He is self-motivated and self-independent on individual task as well as teamwork. During class he demonstrated responsibility and show his respect towards the lecturers and classmates. I have no doubt he will accomplish her/his goals, personal and professional.

In conclusion, I would recommend Haji Mohd Saifudin to work at your esteemed organization. Shall you have further enquiries or information, please do not hesitate to contact the undersigned at siti.n@igsbrunei.edu.bn

Thank you

Yours sincerely,



[SITI NASYROH BINTI HAJI MAT NAYAN]

Head of Faculty Information Technology
Kolej International Graduate Studies
Brunei Darussalam

Kolej International Graduates Studies, Blok Tengah, Kompleks Setia Kenangan, Lot 22088 Kiulap, Mukim Gadong
BE1518, Negara Brunei Darussalam.

Tel: +673 2238701 | Fax: +673 2238710 | Email: enquiries@igsbrunei.edu.bn | Website : www.kolejigs.edu.bn