



## HARIANEY BINTI RAMDAN

**Address :** Spg 1122, No.3,  
Kg. Ukong Tutong, TF2347,  
Negara Brunei Darussalam.

+673 8934012

harianeyrd@gmail.com

### Personal Details

**IC Number :** 01-051105

**Date Of Birth :** 01/02/1992

**Gender :** Female

**Marital Status :** Married

**Nationality :** Bruneian (Dusun)

### Computer Skills

- Adobe Photoshop
- Adobe Dreamweaver
- Adobe Illustrator
- MS Word
- MS Excel
- MS Powerpoint
- MS Office Project
- MS Office Visio
- Visual Studio Code

### Training History

- Coding Bn  
ICentre, February-March, 2023
- Microsoft Power Platform Fundamentals  
Infomars, October, 2022
- Microsoft Security, Compliance, and  
Identity Fundamentals  
Infomars, October, 2022
- IT Technician  
Unit Geospatial Technology, Jabatan  
Ukur, September 2015 - March 2016

### Reference

#### Mena Liaw

Admin / Daha Auto Sdn Bhd  
T. +673 8766567  
E. jspeedaccessories@gmail.com

#### Miss Sharon Chin

Principal / Mcronet Colleae  
T. 2451133 ext 13

### Educational Qualifications

**01/10/2013 - 30/03/2016**

Computing, Micronet International College  
**Higher National Diploma**

Programming Concepts	Distinction	Bahasa Melayu	6 Credit
Computer Data Communication	Distinction	English Language	6 Credit
Introduction to Programming	Merit	IRK	8 Pass
Object Oriented Programming I	Merit	History	8 Pass
Introduction to Computer Communication	Merit	Geography	7 Pass
Communication Skills I	Merit	Mathematics	8 Pass
Communication Skills II	Merit	Science	6 Credit
Application Programming	Merit	Home Science	5 Credit
Statistical & Accounting Methods	Merit		
Information Systems Environment	Merit		
Computer Systems	Merit		
Introduction to Multimedia	Merit		
Network Administration & Management	Merit		
Database Management Systems	Merit		
System Development Project	Merit		
Web Application Development & Programming	Merit		
System Analysis & Design	Pass		
Computer Networks	Pass		
Object Oriented Programming II	Pass		

**01/06/2011 - 31/05/2012**

Computing Studies, Micronet International College  
**NCC International Diploma**

Communication for Business	Distinction
Computer Technology	Pass
E-Business	Distinction
Fundamental Of Hardware & Operating Systems	Distinction
Networking	Distinction
Programming Methods	Distinction
Systems Development	Distinction
Web Design	Distinction

**01/03/2011 - 11/08/2011**

Computing Studies, Micronet International College  
**NCC International Certificate**

Introduction to Computing	Distinction
IT Skills	Distinction
Mathematical Techniques	Distinction
Programming	Distinction
Study and Communication Skills	Distinction

**05/01/2008 - 30/11/2009**

Berakas English School  
**O'Level**

IRK	B3
Bahasa Melayu	B4
ART	C5
Mathematics	D7
Geography	D7
English Language	D7
Combine Science	E8

**05/01/2006 - 30/11/2006**

Berakas English School  
**PMB**

Bahasa Melayu	6 Credit
English Language	6 Credit
IRK	8 Pass
History	8 Pass
Geography	7 Pass
Mathematics	8 Pass
Science	6 Credit
Home Science	5 Credit

### Work Experience

**05.2017 - 09.2022**

**Graphic Designer Sales Marketing**  
*Daha Auto Sdn Bhd*

#### Duty.

- Developed website which increased a wider customer.
- Update new/current car stocks and promotional offers on social media does increased the sales.
- Reply constantly customer texts and follow-up which increased customer service.

**03.2017 - 04.2017**

**Stock Controller & Cashier**  
*Syarikat Hj. Bungsu Bin Kamit dan Anak-Anak*

#### Duty.

- Maintain accurate record everyday stock in the warehouse and shop with ordering, receiving, storing, issuing to ensure productive operations.
- Ensuring quality customer service at all times by helping customers in finding the products that they are looking for in the store. Get them to make purchases and collects payment by accepting cash from customers for everytime they made a purchase.

**03.2017 - 04.2017**

**Retail Salesperson**  
*Chantika Sdn Bhd*

#### Duty.

- Greet and get customers to make purchase Semaian and Padi's product and issue receipt.