MUHAMMAD AFIQ BIN TALIB ALI

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EDUCATIONS

Bachelor Degree of Information System Hons. Business Computing **Sept 2019 – Mac 2023**
UiTM Campus Kuala Terengganu, Terengganu
- CGPA : 3.36

Matriculation in Accounting **May 2018 – Apr 2019**
MARA Collage Kuala Nerang (KMKN), Kedah
- CGPA : 3.92

SPM in Accounting **Jan 2013 – Dec 2017**
Sekolah Menengah Kebangsaan Long Ghafar 2, Kelantan
- Grade : 4A, 2A-, 1B, 1C+, 1D

WORK EXPERIENCES

PETRONAS Chemicals Ethylene & Polyethylene Sdn Bhd, Terengganu **Aug 2023 – Present**
PROTÉGÉ-GEES Human Resources
- Successfully organized the company event for over 500 staffs such as celebration raya, BAKIP program, recreational activities, assigned be committee for each event.
- Created the e-Parcel Management PCEPE to securely store data and automate notifications for parcel in and out management, by improve efficiency of daily tasks.
- Designed and implemented an e-Register Safety Briefing HSE system, eliminating the need for a focal person to manage the process, thus streamlining operations.
- Analyzed the data and created the department dashboard for monthly reporting.

Iman Catering Kota Bharu, Kelantan **Mac 2023 – May 2023**
Admin cum Marketing (Part-time)
- Managed the cash-in and cash-out and generated the sales and purchase report to manager.
- Arranged the delivery schedule for our runner to deliver to our customer on time as per order.
- Designed the convert poster to generate sales and effective marketing in media social.

Pande Media (M) Sdn Bhd, Kelantan **Sept 2022 – Jan 2023**
Information Technology Intern
- Designed and develop the new product, Learning Management System for our clients to commercial the knowledge in digital marketing.
- Integrated the existing system by creating new features, modules and revamp the interface and successfully fixing the technical issues of system.
- Developed the Helpdesk System for the Customer Service Wasap.my in handling the user issues daily.

SKILLS

PHP	Intermediate	Power BI	Intermediate
CodeIgniter/Laravel	Intermediate	Power Automate	Beginner
WordPress	Intermediate	Power Apps	Beginner
MySQL	Intermediate	Outsystems	Intermediate

LANGUAGE

Malay	Fluent	English	Intermediate

PROJECT

Excel Automation   **May 2024**
- Designed and developed the flow of automation to autogenerate email to superior staff following the due date by integrated with Power Automate and Microsoft Excel.

e-Register Safety Briefing HSE   **Jan 2024**
- Created and developed new system by digitalize the registration and invitation process for implementation of physical safety briefing in our company, using Outsystems.

e-Parcel Management PCEPE   **Dec 2023**
- Designed and developed the new system to managing the parcel in and outgoing efficiently, using Power Apps and Power Automate.

Integrated Wasap.my   **Nov 2022**
- Redesigned the interface of the Wasap.my system by following the requirements of User Interface (UI) and User Experience (UX).
- Developed a new feature to export the data in the system without exporting data manually at backend.
- Troubleshooted the system operating which is subscription expiry date and successfully eliminating the daily routine of updating the data manually.

Learning Management System   **Oct 2022**
- Designed and develop the Learning Management System (LMS) to commercial the learning contents to our clients, using WordPress and Elementor plugins.
- Managed and update the contents of modules for each course in LMS.
- Successfully increase 75% the number of participants joining that program and offer free access to the Learning portal.

Helpdesk System   **Sept 2022**
- Developed the new system for handling the inquiries from the user Wasap.my to assist in increasing customer service productivity efficiently by 80%.

Barber Booking System   **Oct 2021**
- Conducted research by using the usability heuristic theory.
- Created comprehensive documentation for the Barber Booking System proposal, following the System Development Life Cycle (SDLC) methodology.
- Developed the Barber Booking System and eliminate by 100% of manual booking.

REFERENCES

Muhd Norfitry Yusoff
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