

# AHMAD AMER MUQTAAR BIN SHAIK ALAUDDEN



INTERNSHIPS | 1+ YEARS OF WORK EXPERIENCE

+6014-3948538 // muqtaaralaudeen@gmail.com // Seremban, Negeri Sembilan

## SUMMARY

A proactive and enthusiastic leader with a proven track record of managing group projects and excelling in campus activities. I am looking for **Internship opportunity** for 8 weeks starting from **28 July – 19 September 2025** to apply and develop skills in data management, records management, information systems and library management. Served as Setiausaha 2 of the IMCO Faculty Club, overseeing problem resolution, event coordination for both diploma and degree programs, and supervising social media content to ensure timely program postings. Known for dynamic participation in a variety of campus events, including handling event proposals, structuring formal letters, preparing meeting minutes, managing vendor and managing records. Additionally, possesses knowledge and experience in handling records, demonstrated technical expertise by creating systems using C++, MySQL, and HTML, and held the role of Exco/Biro Teknikal for six times, showcasing a commitment to fostering collaboration and excellence within academic and extracurricular settings.

## CORE EXERTISE

- Records Management
- Program and Event Coordination
- Administrative Management
- Data Management
- Procurement and Vendor Management
- Information Systems
- Library Management

## WORK EXPERIENCE

STAFF, WAREHOUSE SORTING (PART TIME)  
*PUDO Senawang, Ninja Logistics Pte Ltd*

Feb 2023 - Present

- **Parcel Sorting and Segregation:** Oversaw the sorting and segregation of parcels based on delivery routes, ensuring accurate distribution and timely dispatch.
- **Semester Break Contribution:** Performed these responsibilities exclusively during semester breaks, providing critical support during peak demand periods.
- **Logistics Coordination:** Coordinated the preparation and allocation of pallets for delivery to other warehouses, optimizing logistics efficiency.
- **Operational Support:** Facilitated the loading and unloading of parcels, maintaining seamless warehouse operations.
- **Inventory Management:** Monitored and replenished essential stock equipment, including tape, wrapping materials, markers, and other supplies, to support daily operations.
- **Problem-Solving Expertise:** Diagnosed and resolved operational issues with critical equipment, including troubleshooting a malfunctioning **Superscanner** device, ensuring it resumed optimal performance.
- **Workflow Optimization:** Streamlined workflow efficiency by identifying and fixing printer queue issues during high-volume printing (1,000 copies), successfully resolving the jam by reconnecting the cable, enabling smooth operation.

- **Customer Service Excellence:** Delivered high-quality service in a fast-paced environment, ensuring customer satisfaction and managing transactions efficiently.
- **Team Collaboration:** Worked collaboratively with team members to ensure seamless operations during peak hours, maintaining a steady workflow and minimizing wait times.
- **Stock Management & FIFO Practice:** Handled loading, unloading, and organizing food stock in freezers, ensuring proper product display and applying FIFO (First In, First Out) methods to support audit readiness and stock rotation.
- **Problem-Solving:** Addressed and resolved customer complaints swiftly, ensuring positive dining experiences and upholding brand reputation.
- **Communication & Interpersonal Development:** Improved communication, listening, and teamwork skills through daily interaction with customers and coworkers

---

## EDUCATION

Diploma of Information Management  
Universiti Teknologi MARA (UiTM)  
CGPA: 3.19

**2023 - PRESENT**

Sijil Pelajaran Malaysia (SPM)  
Sekolah Menengah Kebangsaan Pendeta Za'Ba (SMKPZ)

**2023**

---

## PROJECT

Secretariat for Majlis Anugerah Dekan & Apresiasi Pelajar Semester Akhir: -

- October – February 23/24
- March – August 2024
- October – February 24/25

Secretariat for A Day With IMCO 2.0 2024

Secretariat for Rapat Umum Bersama Calon Jawatankuasa Perwakilan Pelajar (JPP) Sesi 2024/2025

AJK for The Helping Hand with IMCO under UiTM as Welfare and Community Programs 2024

---

## TRAINING AND COURSE

**Administrative Course:** Organizational Management Course (KPO) Clubs & Associations 2025 UiTM Negeri Sembilan Branch with the Student Representative Council (MPP), Assistant Rector and Deputy Assistant Rector of the Negeri Sembilan Branch.

## SOFTWARE SKILL

- C++ (basic)
- HTML (basic)
- Microsoft Word (Basic)
- Canva (Intermediate)
- Google Docs (Basic)
- My SQL (Basic)
- Spreadsheets (Basic)
- Google Drive (Basic)
- Microsoft Office (Basic)

## ADDITIONAL INFORMATION

- **Soft Skills:** Possess strong communication skills, a willingness to learn and adapt to new methods, and the ability to lead as well as collaborate effectively within a team.
- **Language:** Malay (Native), English (basic)

## REFEREE

**NOOR FARALIZA BINTI SAMSUDIN**  
Phone: +60 17-3984847  
Email: [noorf053@uitm.edu.my](mailto:noorf053@uitm.edu.my)

**AMIRAH BINTI DATUK HAJI ABU HASSAN**  
Phone: +60 19-2298825  
Email: [uitmamirah@gmail.com](mailto:uitmamirah@gmail.com)