



# Ammar Syauqi

Experienced in web programming, ui/ux, IT, database management, broadcasting & branding design, sales & marketing, customer engagement in education & retail industry.

## EXPERIENCE

### Internship (Design & Marketing)

PARTNERSHIP AND SPECIAL PROJECT (PSPO), IUKL APR 2024 – PRESENT

**Proposed, Design & Developed Power BI Analytic Dashboard for Student Administration Department.**

- Developing design branding & promotional materials (Poster, Slide, Courses, Activities, Video & Images), administration and marketing preparations to help sustain the IUKL's Division, Department & Faculty for franchise business & operation.
- Involves & assisted in IT technical operation & support for software, CPU, printer, network, and audio to assure IUKL PSPO's operations & Projects activities work efficiently.
- Identifying and assisting the franchise & non academic operations in term of preparing the finance Estimation, Budgeting & Planning as well as monitoring linkages master list of local & international partner.
- Follow up on all local & international partnerships on renewal process, franchise filing segregations by payments, trainings, students data and academic status to ensure all the PSPO clerical's data are organised.
- Involves in organising & preparing documents & requirements for Lecturer's training workshop BIM, CIDB, IoT, Solidworks, Blender, Adobe & Googlesites.

### Internship (Graphic Design)

SIGMA RECTRIX SDN. BHD.

APR 2021 – JUL 2021

**Proposed, Design & Developed Company Profile booklet for Sigma Rectrix Sdn. Bhd.**

- Proposed & Design infographic & structure of the company profile.
- Collaborate with IT, Business, HR department and stakeholders on design, needs & requirements (modul, font, logo, colour, infographic, structure, images & context).
- Developed design for director's Eid Mubarak wish card.
- Assisted in IT technical operations and documenting requirements & specifications for CPU, thumb-in verification, monitor, CPU, software, Camera & studio's hardware & software.
- Prepare report and consults for improvements after analyzing test results and assessing overall product quality for designer's CPU.
- Responsible to handle all the photoshoot and videography in every events conducted by the company.
- Developed and edited video content for company's Youtube.
- Upgrading office computer's CPU hardware to ssd and installing windows.

### Retail Manager

BUNDLE LELA SDN. BHD.

FEB 2020 – MAR 2021

- Responsible for overseeing the overall operations and ensuring that all activities strictly adhere to the company's quality standards and systems.
- Involves in IT technical operations in setting up CCTV, Wi-Fi and audio for the shop.
- Developed branding & marketing design for logo, Facebook's advertisement, poster, price tag, and board banner.
- Inspecting & identifying product quality & quantity to ensure the sentimental value of the product.
- Conducted live selling for shop's account in Facebook and Instagram.
- Developed bond & trust in customer relations between regular customer & new customer to ensure customer satisfaction.
- Ensure all the sales are properly recorded, updated and stored.
- Managed CRM system & entered multiple orders per hour with zero errors.

## SKILLS

- IT Operations & Support
- HTML, CSS, JavaScript, Java, Bootstrap
- PHP, MySQL
- Visual Studio Code, Git, Netbeans, Notepad++, Scene Builder
- Adobe Illustrator, Photoshop
- Premier Pro, Aftereffects, Animate, XD
- Canva
- Blender, Unity, OBS Studio
- Audacity, Garageband, FL Studio
- Microsoft 365, Power BI
- CRM System
- Sales and Marketing
- Sales Report
- Database Management
- Customer Handling & Relations

## EDUCATION

### Bachelor of Information Technology (Hons.) Multimedia

Infrastructure University Kuala Lumpur (IUKL)  
MAR 2021 – JUL 2024

### Diploma of Visual Interactive Multimedia

Infrastructure University Kuala Lumpur (IUKL)  
MAY 2018 – SEP 2021

### SPM

SMKPP8(1) 2016

## CERTIFICATES

### Learn HTML Course

Codecademy Issued Sep 2023

### Learn CSS Course

Codecademy Issued Sep 2023

### Learn CSS Responsive

Codecademy Issued Sep 2023

### Learn CSS Intermediate

Codecademy Issued Sep 2023

### CCNAv7

Cisco Issued Nov 2022

### Certified in Cybersecurity

ISC2 Issued Jun 2022

## UNIVERSITY PROJECTS

- Developed Blood Donation Awareness Website “Dermawan Darah” for IT Project, 2024.
- Developed Website Memory Game
- Developed Website Sliding Puzzle Game
- Developed Website Word Scrabble Game
- Developed Online Donut Website “Donut Trio” for Internet Programming Group Project, 2023.
- Developed Library Management System (CRUD) for Object Oriented Programming, 2023.
- Developed Electrical Billing System (CRUD) for Object Oriented Programming, 2023.
- Developed Scientific Calculator for Object Oriented Programming Project, 2023.

## CURRICULUM ACTIVITIES

- Join Engineering Digital Transformation Summit 2023 under KASAA at KLCC.
- Join Industrial Professional Talk Series Conducted by IUKL and PERKESO, 2023.
- Join IUKL’s Cyber Club.
- Facilitator for IUKL’s motivation talk for Vocational and Technical School, 2023.
- Photographer for IUKL’s IT Open day, 2022.
- Facilitator for IUKL’s Open day, 2022.
- Organised IUKL’s Futsal Tournament, 2022.
- Organised Bundle Shop for IUKL’s e-Commerce Day, 2022.

## REFERENCES

### Vinodh Manayokhen

Deputy Head Of Franchise & Partnership  
Infrastructure University Kuala Lumpur (IUKL)  
Contact: +6010-2537382  
Email: vinodh@iukl.edu.my

### Elina Binti Abdul Manan

Head Of Collaborative Programme  
Infrastructure University Kuala Lumpur (IUKL)  
Contact: +6017-5543320  
Email: elina@iukl.edu.my

## Freelance (Designer, Editor & Animator)

SELF EMPLOYED

2019 – 2023

**Developed & Proposed short video and animation “Hiwar Maqasid: 5 principles of Maqasid Syariah” for MyMaqasid 2021, Jakim and posted on Jakim’s official website.**

- Responsible in data gathering & analyzing data from Jakim on making Maqasid Syariah booklet I-MaqSD & Modul Minda Maqasid to match all the requirements.
- Developed design for Draf Rangka Tindakan (Blueprint) Dasar Manhaj Rabbani booklet for Jakim, 2021.
- Developed design for jersey and logo for Embee Putrajaya community football team.
- Developed design for staff’s t-shirt, logo, sticker & restaurant’s banner board design for Lapa Lela restaurant, Putrajaya.
- Developed logo, sticker & bunting design for start-up burger & Churros shop.
- Developed various Logo design for P-Touch Putrajaya Community Club.
- Developed advertisement poster & sticker label for start-up durian & vape shop.

## Assistant Manager

WARUNG MENGOPI (F&B), AYER @ 8, PUTRAJAYA      APR 2019 – AUG 2020

- Design & developed sticker for take away’s preparation.
- Organize and maintain good filing system for food stock and food purchases to verify smooth and quick data retrieving.
- Managed CRM system & entered multiple orders per hour with zero errors.
- Ensure compliance to all operating standards relating to quality, service & cleanliness.
- Complete and review daily/weekly/monthly reporting for sales in a timely and accurate manner.
- Maintaining public relations with regular customer to ensure customer’s satisfaction.
- Memorized different menu items and helped guide customers for offer & promotional menu items.
- Monitor inventory levels and assist in ordering supplies to ensure adequate stock while minimizing waste.

## Sales Promoter

CONVOCAION PICC IPTA & IPTS

OCT 2018 – NOV 2018

**Achieved & exceed target sales; RM1K for a day by making RM3K sales.**

- Responsible in consulting customer & handling sales profit until the end of the operations and deliver to the manager.
- Developed advertisement poster & flyers to deliver the marketing purposes.
- Documenting sales & purchases of customers to ensure all the documents are properly recorded, identifiable, stored & protected.
- Developed bond & trust in customer relations to convinced customers about the sales benefits & offers.
- Handle questions & curiosity of customers during operations to avoid misunderstanding.

## Barista

SECRET RECIPE, GALLERIA PRESINT 2, PUTRAJAYA

SEP 2017 – JAN 2018

- Ensure compliance to all operating standards relating to quality, service & cleanliness.
- Responsible in handling coffee machine and all drinks order.
- Identifying stocks and ingredients.
- Onboarded & delivered exceptional customer service to customers during peak hours.
- Memorized different menu items and helped guide customers for offer & promotional menu items.
- Managed CRM system & entered multiple orders per hour with zero errors.

Cover Letter by

# AMMAR SYAUQI

Dear Sir/Mdm/Hiring Team,

I am Ammar Syauqi, I was keenly interested in the MM-Multimedia Design, Graphics Design, Website Design, Creative Art position at your Company.

I graduated with a *Bachelor's Degree in Information Technology Multimedia* and *Diploma in Visual Interactive Multimedia* from Infrastructure University Kuala Lumpur.

Throughout my academic journey and work experience, I've developed solid foundation in Graphic & Digital Design such as Web Programming, User Interface & User Experience (UI/UX), 3D & 2D Animation, Motion graphic & Vector graphic, Programming & Database programming and Sales & Marketing in Education & Retail Industries.

I've also completed online certifications such as;

- Learn HTML Course by Codecademy
- Learn CSS Course by Codecademy
- Learn Intermediate CSS Course by Codecademy
- Learn CSS: Responsive Design Course by Codecademy
- CCNAv7 by Cisco
- Certified in Cybersecurity by ISC<sup>2</sup>

I am known as a highly motivated & result-driven person and I am driven by a passion for innovation & a keen eye for detail as well as qualities that I believe are essential for interactive digital experiences.

I believe my experience is a strong match for the responsibilities pertaining to the role & applying my technical expertise to contribute my skills & creativity to the Company's innovative projects and to learn from the like-minded talented team.

I have attached my CV/resume for your reference. Please let me know if I can provide you with any further information.

Thank you & Regards,

Sincerely,

*Ammar*

(Ammar)

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