



Ammar Syauqi

Experienced in web programming, ui/ux, IT, programming, database development & 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 Timeline, Resources & Budget Dashboard for Infrastructure University Kuala Lumpur.

- 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)
SEP 2021 – JUL 2024

Diploma of Visual Interactive Multimedia

Infrastructure University Kuala Lumpur (IUKL)
JUL 2018 – JUL 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 ISC²

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 and link to my [portfolio](#) 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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