DALILAH BINTI MASNGON

Objectives

An eager person seeking for any opportunities that may rise, to grow along and capitalize technical skills and abilities with well-established organization that provides the leverage for experiences by effectively contributing towards the goal of the organization, at the same time be able to help and learn as much as I can from my peers by giving an outstanding performance.

Working Experience

[JUNE 2014 - NOVEMBER 2014]
Ecosensa Technologies Sdn. Bhd., Puchong, Selangor.
Information Technology (IT)
Position : Practical Student (Internship)

- Provide services about software to use on their staff.
- Update and maintain the website company such as we are create an advertisement and promotion for their product to others people.
- Learned about basic account such as prepared their invoice, voucher delivery order, petty cash, total claims and etc.
- Learned about solar tools and how to install the solar at the roof.

[MAY 2015 - JULY 2015]
Muhammad Ridzuan Enterprise (MRE), Tanjung Sepat, Selangor.
Position : Clerk (Part Time)

- Buying a tender form in Online.
- Fill up all tender form.
- Update and arrange filing in the cupboards racks.
- Paying all bills such as water bill, electric bill, Astro bill, Internet bills and others.

[SEPTEMBER 2015 - DECEMBER 2015]
Jabatan Pendidikan Kolej Komuniti (JPKK)

At Level 7, Galeria PjH, P4W Street, Persiaran Perdana, Precinct 4, 62100 Putrajaya, Malaysia.

Position : Administrative Assistant (Clerical/Operational) N17 (Part Time)

- Performs administrative and office support activities for multiple supervisors.
- Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.
- As a secretary when I had involved their meeting or events.

[MAY 2016 - DECEMBER 2016]
CBX Marketing (M) Sdn. Bhd.
At No.10, Jalan Utama 1/12, Taman Perindustrian Puchong Utama, 47100 Puchong, Selangor Darul Ehsan
Position : Admin Assistant

- Create and maintain filing systems, both electronic and physical.
- Write and edit documents from letters to reports and instructional documents.
- Prepare communications, such as memos, emails, invoices, reports and other correspondence.
- Collate and distribute mail.

Lot 1116 Jalan Masjid,
Kampung Tanjung Sepat,
42800 Tanjung Sepat,
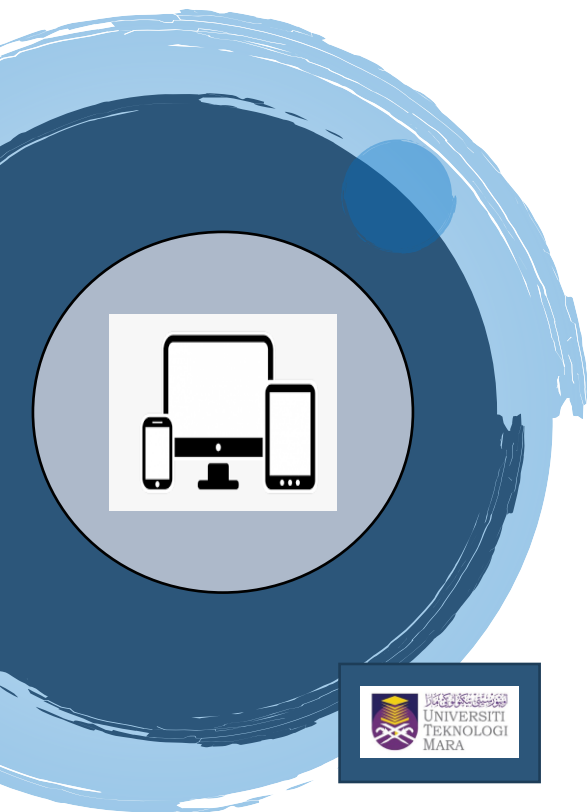Selangor Darul Ehsan.

23rd December 1994

Malaysian

+601126137343

dalilahmasngon@gmail.com

RM 2500.00

Single

[FEBRUARY 2020 – AUGUST 2020]
Muhibbah Engineering (M) Bhd.
At Jalan Batu Tiga Lama, Kawasan Perindustrian Sungai Rasau, 41300
Klang, Selangor.
Position : IT Support (Practical Student - Internship)
- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- Repairing and replacing equipment as necessary.
- Setting up accounts for new users.
- Monitoring and maintaining computer systems and networks.
- Create Google Form for Event Company.
- Create website for Webinar Company using wix.com template.

Education
[MARCH 2017 – JULY 2020]
Universiti Teknologi Mara (UiTM)
Uitm Arau, 02600 Arau, Perlis
Program : Bachelor of Information Technology (IT) (Hons.)
Final CGPA : 3.34 / 4.00
Dean's list Award : 3.56 in Semester 1 Session 2016/2017
                    : 3.50 in Semester 6 Session 2019/2020

[JUNE 2012 – DECEMBER 2014]
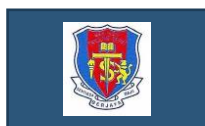**Ungku Omar Polytechnic Premier (PUO)**
At Jalan Raja Musa Mahadi, Politeknik Ungku Omar, 31400 Ipoh, Perak
Program : Diploma in Information Technology (Information Security)
Final CGPA : 3.42 / 4.00
Dean's list Award : 3.61 in Semester 1 Session 2012/2015
                    : 3.73 in Semester 4 Session 2014/2015

[JANUARY 2007 – DECEMBER 2011]
Sekolah Menengah Kebangsaan Tanjung Sepat
At Tanjung Sepat, Selangor Darul Ehsan
Final Result : 6A's 2B's 1D (SPM)
Award : Best Student Award in SPM

Achievement
Universiti Teknologi MARA
i-Idea 2018 Award for Promotional Video
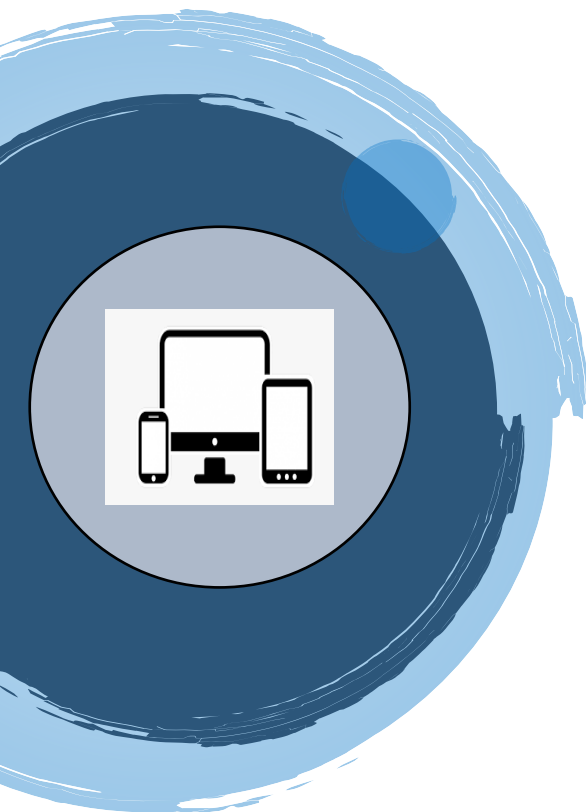Dean's List Award for Semester 1 and Semester 6

Politeknik Ungku Omar (PUO)
Dean's List Award for Semester 1 and Semester 4

Sekolah Menengah Kebangsaan Tanjung Sepat
Motivation Student Award for Lower Secondary Assessment (PMR) 2009
Best Student Award for Malaysian Certificate of Education (SPM) 2011

Accomplishment in Final Project

Bachelor of Information Technology (IT) (Hons.)
Project Title : Job Matching System For It Students Using Fuzzy Logic

Job matching is a process of assigning a person to find a suitable job based on several criteria of the applicants. Nowadays, most applicants or students do not know how to get a suitable job based on their field and skills. Furthermore, many students choose their job path without receiving proper advice from the professional or university services. This is potentially cause mismatch between academic achievements, personality, interest and abilities of the students towards the job. Therefore, the aim of this study is to match the job system for IT students using fuzzy logic technique based on personality and skills. This study is conducted based on Agile Methodology that consists of five phases, which are Planning, Design, Development, Testing and Evaluate. The system has been tested using Usability Testing and Functionality Testing. The results from the testing shows that the system can produce a reliable suggestion of suitable job for the students based on the fuzzy logic approach.

Keywords: Job matching, personality test, skills test, fuzzy logic

Skills and Proficiency

Microsoft Office :	Programming :
- Microsoft Word - Microsoft Power Point - Microsoft Excel	- HTML (Hypertext Markup Language) - CSS (Cascading Style Sheets) - PHP (Hypertext Preprocessor) - JavaScript (JS) - Bootstrap - MySQL (Database)

IT Support :
- Installing and configuring computer hardware, software, systems, networks, printers and scanners
- Responding in a timely manner to service issues and requests
- Repairing and replacing equipment as necessary
- Setting up accounts for new users and providing technical support

Skills :
- Exceptional communication and programming skills (HTML, PHP, CSS**,** JavaScript (JS), Bootstrap and MySQL (Database))
- Successful working in a team environment
- Independent, positive thinker and Problem-solving
- Ability to work under pressure and willing to learn new things and hardworking

Hobby and Interest

Surfing Internet (exploring about IT), Reading Books, Travelling, Swimming, Singing, and Dancing.

Language

Malay   : Mother Tongue
English   : Good in spoken, reading and writing
Thailand : Good in spoken, reading and writing but still need translator

Reference

Hawa Binti Mohd Ekhsan
Senior Lecturer
Faculty of Computer and Mathematical Sciences
+60194107979
hawame@uitm.edu.my

Abdul Hapes Bin Mohammed
Lecturer
Faculty of Computer and Mathematical Sciences
+0163188491
hapes@uitm.edu.my