I obtain a challenging employment any field that offers, and I will contribute to expand my knowledge in Business or IT

(Software and Hardware)

MOHD KHAIKAL BIN MOHD MUSA

CONTACT INFORMATION

Address	: No 153, Jalan Bunga Dahlia 10 Taman Aman, Senai 81400 Johor Darul Takzim
Telephone No	: +60177636058
Email	: khaikalmusa@gmail.com
Personal Website	: http://khaikalcertificated.blogspot.com
KWSP OR SOCSO No	: 19303226

PERSONAL PARTICULAR

Age	**:** 24 years Old	**D.O.B:** 01 February 1987
Nationality	**:** Malaysia	**Gender:** Male
Marital Status	**:** Single	**IC No. :** 870201-01-5217
Resident	**:** Permanent	

Willing to Travel	**:** Yes	**Willing to Relocate:** Yes	**Driving License:** D
Possess Own Transport	**:** Yes, be considered		

EDUCATIONAL BACKGROUND

First Level Education	: BACHELOR SCIENCE (HONS) BUSINESS INFORMATION AND TECHNOLOGY WITH INTERNATIONAL BUSINESS
	With Second Upper Degree Class or **CGPA Cumulative: 3.27**
Field of Study	: Business Information and Technology with International Business
Major	: Business Information and Technology
University/Institute	: Kolej Poly Tech Mara an autonomous Franchised Programme with Coventry University, United Kingdom.
Location	: Cheras, Kuala Lumpur, Malaysia **Graduation Date** : November 2010

Second Level Education	: DIPLOMA IN INFORMATION AND TECHNOLOGY **CGPA Cumulative: 2.58**
Field of Study	: Information and Technology (Software and Hardware)
University/Institute	: Kolej Poly Tech Mara Batu Pahat, Malaysia
Location	: Batu Pahat, Johor, Malaysia **Graduation Date:** August 2008

Third Level Education	: CERTIFICATED COMPUTER ASSISTANT TECHNICIAN (Transcript: Pass All Modules)
Field of Study	: Computer (Hardware and Software)
University / Institute	: Giatmara Batu Pahat, Malaysia **Graduation Date:** Jun 2005

Fourth Level Education	: SPM (2004)	PMR (2000)
Result	: 4B, 8E, 3B, 5C, 6C, 3B, 6C, 6C	1A, 5B, 1C, 1D
School Name	: Sek Men Teknik Kluang, Johor	Sek Men Keb Senai, Johor

AWARDS

- Certificate of Appreciation to **Dean's List Student with GPA 3.56 (April until June 2006)** In Diploma Information Technology Program
- Certificated from **ICT Intensive Workshop Seminar** at 25 - Dec 2007 in Kolej Poly Tech Mara Batu Pahat to attend seminar about The Personal of Computer Maintenance, Theory of Computer Networking and Web Design Using PHP
- Participated as the Best Student Program at Sekolah Menengah Teknik Kluang

LANGUAGE

Proficiency (0=Poor – 10=Excellent)

Bahasa Malaysia **(Spoken = 10,   Written =10)**   English **(Spoken = 6,   Written = 6)**

COMPUTER SKILL

Skills Items	Years
* Computer hardware and software formatting and installation skills	3
* Proficient Microsoft Office Professional Package 97, XP, 2000, 2003	4
* Proficient Microsoft Front Page (Develop of Webpage)	2
* Ms Visio Professional	< 1
* Indigo Vision Control Center (Software for CCTV)	< 1
* Development of Multimedia (Flash MX, Macromedia Director, Dreamweaver MX)	2
* Adobe Photoshop 7 and CS	2
* Web Development: HTML, JavaScript, and PHP	2
*Has been Knowledge in Beginner about Marketing or Human Resource.	<1

Mesiniaga alliances

1. **Company Name** : Mesiniaga Alliance Sdn Bhd
   Position Title : Assistant Customer Engineer
   Specialization : **IT Outsourcing (ITos) -** IT/Computer – Hardware, Software, Server, Network,
   Helpdesk and Computer Technical Support
   Date Joined : **25 /07/2011 – Until Now**

   Support for IT Outsourcing on this following Company:

   1. *SJIC Bina Sdn Bhd*
   2. *Medini Iskandar Investment Berhad*
   3. *Iskandar Investment Berhad*
   4. *Iskandar Development Management Services (IDMS)*

   Package Salary : 1, 600 (Maybank Account Savings) – *Office hour, if have to OT and Mileage*
   Salary can be achieved <u>RM 3,500</u>
   Reason Leaved : Find to Better Prospect Job in any Organization

   - To Managed the Helpdesk Report under Manage Engine Application Software
   - Managed Client Technical Problems using computer remote or on-site Location
     - Using to Remote Desktop,Teamviewer, LANDesk or Log in Me,
   - Maintain and addition New Joiner at Active Directory Server and Exchanged Server (Mail) (Ms Server2003/Ms Server 2008)
   - Desktop or Laptop Workstation and Server Migration Data also support on Server Problems.
   - Computer Component Inventory Analysis, Audit or Checking.
   - Computer, Printer , Network Troubleshoot (Format, Windows Installation, Driver and etc)
   - Microsoft Office Outlook 2007 or 2010 Technical Support
   - Office Communicator System Support
   - PBX Telephone Line Installation and Configuration Setting
   - Blackberry Technical Support Management
   - Share folder Configuration Setup
   - User Software Application, SQL Accounting, Primavera ,VPN Configuration or Utility Maintenance
   - IT Office Documentation Report
   - Managed and Troubleshoot   to All Intranet (SharePoint) Used (IFCA, HR2U, TechOne, Acronis SQL Accounting and More)
   - Entry Pass Management Staff Program Maintenance
   - RSA VPN Installation and Configuration.
   - Packet Shaper's Documentation Report (Network Performance Analysis).
   - Vendor Project Lead Management.

The Store for Malaysia

2. **Company Name** : The Store (M) Sdn Bhd
   Plaza Tasek, Taman Ungku Tun Aminah, Skudai Johor Darul Takzim
   Position Title : Supervisor MIS (Management Information System)
   Position Level : Training Supervisor (Junior Executive)
   Specialization : IT/Computer – Hardware, Software, Office Documentation Report and MD
   Counter Server, POS Server, Any More
   Date Joined **: 21 /04/2011 until (01/07/2011)**
   Package Salary **: 1, 600 (Maybank Account Savings) Including Overtime**
   Reason Leaved **:** Find to Better Prospect Job in any Organization

- As Supervisor, Proficient to control and cover overall MIS Technology with Maintain POS Counter Components, Downloading Server, Troubleshooting all POS Counter.
- Complete any Application Form to Repair or Maintain POS Components at Headquarters (Documentation Report to HQ)
- Maintain on System in Tun Aminah MD, POS (Point of Sales) Server and Titian Application Server. For MD and POS Server End of Every month
- Provided to Troubleshooting on Network Cabling Problems
- Provided Computerized Stock Take PC Based
- To Maintain/Problem-Solving to TSRM System: Accounting System – Account Payable as Primary Usage, Point of Sales System i.e., EPOS, Merchandizing System – Sales Monitoring, Purchases, Good Return, Disposal, Inventory, Movement of stock, Sales Analysis, and Warehousing
- To supervise and monitor the clerks progress of work
- To Coach and train new staff on MIS duties and understanding all of the department workflow
- To be responsible for data, processing and backup procedure such as POS & MD Data Daily backup, Compile POS daily backup by weekly basis and send it to HQ, Send the latest MD data backup to HQ by weekly basis And Morning checklist
- Prompt reply or follow deadline the jobs given by regional executives, such as feedback ad hoc reports from HQ
- To assist in maintaining of the existing system and implementation of new projects
- Ensure instruction from MIS HQ are adhere and executed
- As Technical support - Hardware : PC, Printer, Barcode printer & POS
    - Software: Application, OS and Configuration, Barcode System.
    - Future Computerization and Monitoring Exception Report

3. **Company Name** : Senai Airport Terminal Services Sdn Bhd (SATS)
   Position Title : **Fresh Entry (**Technical Support (Computer Assistant Technician))
   Position Level : Training Student **- For Diploma Level**
   Specialization : IT/Computer – Hardware, Software and CCTV Camera
   Date Joined : **2 Jan until 22 March 2008**
   Package Salary : **RM 300 (Paid by Check) Student Practical**
   Reason Leaved : Continue Degree and to Prospect Better Job

Description work : As well to Staff at Senai Airport Terminal Services in ICT Department provided computer resources related peripherals and PC Maintenance for Office in Terminal and Cargo Warehouse also to networking & LAN, monitoring and maintaining Antivirus software and update to computer. And then, sometime, I need to supervise some project such as CCTV Camera, Installation Network Cabling and Others from Vendor SATS Organization. Otherwise, I will be Maintain to Operating System Software or Application Software in Senai Airport Terminal Services Organization.

Then, in SATS Organization majoring to work in:-

- Supervise and monitor contractor & vendor, Supervise
- Repair and Maintain of CCTV Camera in Senai Airport Terminal Services
- Responsible to Manage Inventory of ICT equipment
- To support necessary hardware for the support of the networking in the company
- Assist in diagnosing and trouble-shooting
- Perform trouble-shooting client networking problem
- To locate and handling the installation, configuration and upgrading of network cabling
- To locate and handling the installation and configuration new computer for new staff and Office Procurement (Managed Office Documentation)

REFERENCES

1) **JUNIOR EXECUTIVE IN TECHNICAL SUPPORT SENAI AIRPORT TERMINAL SERVICES**

    NAME   : EN AZWAFI BIN ABDUL WAHAB

    TEL NO   : 012 - 7658956

2) **BUSINESS DEPARTMENT LECTURE KOLEJ POLY TECH MARA KUALA LUMPUR**

    NAME: SABURIAH BINTI MAMAT

    TEL NO: 016- 3302513

3) **THE STORE (M) SDN BHD (8199-K) BRANCH (1019) TAMAN TUN AMINAH, JOHOR**

    PLAZA TASEK NO 2, JALAN PENDEKAR 16, TAMAN UNGKU TUN AMINAH 81300 SKUDAI,

    JOHOR DARUL TAKZIM, MALAYSIA

    (HR & ADMIN EXECUTIVE BRANCHES THE STORE (M) SDN BHD TAMAN TUN AMINAH JB)

    NAME: SAMUEL LING LEONG CHOON

    TEL NO: 0108228575

4) **MESINIAGA ALLIANCE SDN BHD , SUBANG JAYA, SELANGOR DARUL EHSAN**

    SYSTEM ENGINEER (TEAM LEAD PROJECT)

    AHMAD FAIZAL HASHIM (6019 272 8966)

Notice Period: 1/ 2 Month (Will Consider During Phone Called Early)

(AVAILABLE *ANYTIME)*

Expected Salary: RM 3500 (negotiable)