

RESUME

Name : Muhammad Shafie Bin Mohd Jaffar
Address : 84, Jalan Impian Emas 11 ,
Taman Impian Emas , 81300 Skudai
Tel (Home) : 07 – 555 9687
Tel (Mobile) : 016 – 77 33 647
Email : Shafie.j@gmail.com



Personal Particulars

Date of Birth : 8th July 1982
Gender : Male
New IC No. : 820708-03-5721
Nationality : Malaysian
Marital Status : Married

Education

Highest Level

Level : Diploma In Computer Science
Field of Study : Information Technology
Year : 2003
Institution : Kolej Islam Johor (University Technology Malaysia)

Second Highest Level

Level : Sijil Pelajaran Malaysia
Field of Study : Science
Grade : 24 Aggregate
Institution : Sekolah Menengah Kebangsaan Bandar Baru UDA

Language Proficiency

Speak : English & Bahasa Melayu
Write : English & Bahasa Melayu

Skills and Strengths

Skill Description	Years of Experience	Proficiency
MS Office	12	Excellent
Networking	9	Good
Client Server	9	Good
Computer Maintenance	9	Excellent

About Myself & Personal Strength

I am independent with minimum guidance and highly motivated person. I am willing to give commitment towards completion of tasks and responsibilities. I love new challenges and I am a fast learner. Having experiences from different industries and different job task makes me see things from wide point of view.

My major strength although some consider as weaknesses is that I would find a way to finish a task in the shortest time possible and would give opinions that I think is for the best of the company, even though it will be different from normal practice. Having said that doesn't mean that I couldn't work as a team because I believe in majority and command structure in making decision, beside I am true believer in teamwork spirit.

I believe that any job will come with a certain set of challenges, knowing most of the area and how to perform the task at hand is a must but at the same time the unknown elements is something that will keep me alive and energetic.

Employment History

Mysas Technology

Department : Head Technician

Period : June 2004- Feb 2007

Work Descriptions :

1. Provide training for junior technician on computer maintenance and basic of networking
2. Assemble and laying computer parts and network cables.
3. Monitor workflow to meet timeline that is given by the client.
4. Periodic maintenance to clients computers and networking equipment.
5. Provide onsite technical assistant to clients.

Mysas Technology

Department : Project Manager

Period : Feb 2007 - June 2013

Work Descriptions :

1. Source, evaluate and recommend purchase of capital equipment and consumables spare parts for the project at hand.
2. Monitor and manage all monthly report for spare parts usage.
3. Assemble and coordinate project staff.
4. Provide direction and support to project team.
5. Constantly monitor and report on progress of the project to client.
6. Implement and manage project changes and interventions to meet project timeline.
7. Configure Diskless server , clients , firewall , routers , switch & networking

Supplementary

If and When Being Employed

Willing to Travel	:	Will Consider
Willing to be Relocated	:	Will Consider
Possess Own Transport	:	Yes
Expected Monthly Salary	:	RM 2,800 (Negotiable)
Availability	:	Immediate

References

Name	:	Kamarulnizam Rahman
Tel	:	016 776 6794
Email	:	nizam_rahmat@yahoo.com
Position	:	Director
Company	:	Mysas Technology