

MUHAMMAD KAMAL

HJ KIFLI

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LinkedIn/Portfolio

No 3 Spg 14 Jalan 99 RPN Lambak Kanan BC2315 Negara Brunei Darussalam



EXPERIENCE

Administrative Secretary (FAC/212 - Finance)

Shell Petroleum Sdn Bhd

📅 Date period 📍 Brunei

- Played a key role in organizing and maintaining financial records, ensuring smooth document retrieval and compliance
- Improved workflow efficiency by introducing a structured filing system

IT Support Analyst

CIC Environmental Services Sdn Bhd

📅 Date period 📍 Kuala Bebil, Brunei

- Provided timely technical support, ensuring minimal disruption to daily operations
- Assisted in transitioning office systems to a cloud-based platform for better accessibility and security

Hoisting Equipment Rigger

Megalift Sdn Bhd

📅 Date period 📍 Kuala Babi, Brunei

- Maintained high safety standards in equipment handling
- Preventing operational hazards

Hoisting Equipment Rigger

Adinin Development And Training Centre

📅 Date period 📍 Sungai Bera, Brunei

- Contributed to the efficient coordination of heavy lifting tasks
- Ensuring smooth project execution

Logistic Operation Supervisor

ASAFF Sdn Bhd

📅 Date period 📍 Muara, Brunei

- Managed and optimized crew scheduling, reducing delays and improving efficiency
- Led a team effectively, ensuring logistics operations ran smoothly under tight deadlines

Gas Plant Operator

Brunei LNG Sdn Bhd

📅 Date period 📍 Lumut, Brunei

- Monitored and maintained plant operations with strict adherence to safety protocols
- Assisted in streamlining plant procedures, leading to more efficient workflows

Marketing & Design Administrator

BT HC Moshware

📅 Date period 📍 Kuala Bebil, Brunei

- Developed marketing materials that enhanced brand visibility and customer engagement

LANGUAGES

English

Proficient



Malay

Native



EDUCATION

Level 5 Diploma in Network and Security

Politeknik Brunei

📅 2019

7 O Levels in Pure Sciences

SMPW KB

📅 2006

EXPERIENCE

Visual Communications Assistant

The Kugelblitz

 Date period  Sungai Tibng, Brunei

- Created visual content that effectively conveyed brand identity

Digital Marketing Specialist

BUE Enterprise

 Date period  Pingai, Brunei

- Kg Burung Pingai, Brunei
- Integrated AI tools into digital marketing strategies, improving workflow efficiency